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ABSTRACT

This policy manual of Jacksonville State University's Houston Cole Library serves as a statement of the library's mission, goals, and objectives; an interpretive guide for library faculty, staff, and students; and informational document for library patrons concerning the library's programs and policies. The contents include the following: "Library Mission Statement"; "Library Bill of Rights"; "Code of Ethics"; "Guiding Principles"; "Library Goals and Objectives"; "Circulation Policy"; "Reserve Policy"; "Interlibrary Loan Policy"; "Online Database Searching Policy"; "Acquisitions Policy"; "Serials Policy"; "Conference Center Policy"; "Government Documents Policy"; "Library Display and Exhibit Policy"; "Security Policy"; "Library Student Assistant Policy"; "Alabama Gallery Policy"; "Reference Policy"; "Cataloging Policy"; "Preservation Policy"; "Audio-Visual Policy"; "Handicapped Policy"; "Music Listening Room Policy"; and "Library Orientation and Bibliographic Instruction Policy." Appendices include copyright restrictions for libraries and archives (with sample forms); a discussion on Government Depository Libraries; closing procedures; instructions on issuing borrower's cards and making patron records; sample forms for online database searching; sample cataloging forms; library hours/directory; audio-visual office hours/directory; library handicapped compliance; security procedures; student assistants; library card holders; and Interlibrary Loan. (AEF)

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HOUSTON COLE LIBRARY POLICY MANUAL

Jacksonville State University
1995

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HOUSTON COLE LIBRARY POLICY MANUAL

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The **Houston Cole Library Policy Manual** is the continuation of the Library policy manual begun by the committee chaired by Linda Cain, and is a product of numerous library faculty and staff members' input and endeavors. While the bulk of the research of compiling and writing of the document, fell on the shoulders of the Library Policy Committee, there were many other individuals whose ideas, comments, and thoughts helped shape and develop this policy. Of particular note were the efforts of William Hubbard, University Librarian; Ron Saska, Director of Non-Print Media; Thomas Freeman, Director of Print Media; Elizabeth Reid, Reserve Clerk; Bill Batchelor, Security Clerk; Elena Hodgson, Music Clerk; and Patsy Frost, Library Secretary. In addition, informational support and suggestions for the policy were obtained from Gregory Glaze, University Police, and Dan Miller, Disabled Student Services.

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Jacksonville State University
Jacksonville, Alabama
19 January 1995

INTRODUCTION

The **Houston Cole Library Policy Manual** is considered an essential element of the Jacksonville State University's library management program. It is a working document, and as such, is under continuous scrutiny and revision. The policy serves several purposes. It is a statement of the library's mission, goals, and objectives, an interpretive guide for library faculty, staff, and students, and an informational document for library patrons concerning the library's programs and policies.

As library technologies evolve and new university programs are introduced the ability of the library to adapt and implement new programs and policies is critical. Thus, the policy is printed in loose-leaf format to accomodate readily the changes affecting the library. The Library Policy Committee is always open to suggestions and comments from anyone concerning policies and procedures in the library; these may be addressed either to the University Librarian or the Library Policy Committee Chair.

Will Henderson, Chair
Library Policy Committee
Jacksonville State University
Jacksonville, Alabama
19 January 1995

LIBRARY MISSION STATEMENT

The mission of the Houston Cole Library is to provide information services and bibliographic resources to support the scholarly and informational needs of the University community. In doing so, the Library strives to reflect the curriculum first, with secondary emphasis on faculty research and statewide resource sharing.

The Library serves students, faculty, administration, and staff of the University. It also makes its resources available to the local community, businesses, schools, and Alabama libraries, thereby contributing to the educational, cultural, and economic well-being of the area. It is an integral part of the Academic Affairs Division and reports to the Vice-President.

Librarians work in partnership with the academic departments to enhance the learning experience outside the classroom. Bibliographic instruction, reference, online database searching, circulation of books and reserve materials, interlibrary borrowing, and audio-visual services contribute directly to the faculty's pedagogic success. Materials acquisitions and cataloging build the Library's collections and make them accessible to its clientele.

1/25/89

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

(Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council)

CODE OF ETHICS

I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.

II. Librarians must resist all efforts by groups or individuals to censor library materials.

III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

VI. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

(ALA 1981)

GUIDING PRINCIPLES

I. To recognize that patron service is the ultimate goal of all Library activities

II. To recognize that the library is not an autonomous body but operates within a larger organizational framework

III. To participate in interlibrary cooperation in both the spirit of sharing and in making the most efficient use of finances and other resources for cooperative collection development

IV. To view the Library as a dynamic system, in need of constant evaluation and adjustment, in order to maintain the necessary flexibility to accommodate changing environmental and patron demand

V. To strive toward maximal organizational efficiency and effectiveness, in order to best utilize material and human resources

VI. To aim for an internal working environment that will produce personal satisfaction in the attainment of Library goals

VII. To resist attempts to censor information

VIII. To respect individual patrons and to guard their rights to privacy

IX. To acquire and preserve recorded knowledge for future generations as well as provide tools for ongoing teaching and research

X. To maintain flexibility in meeting patron needs, whether planning services, applying regulations, providing resources, or some other activity

XI. To maximize access to information and use of collections so that the greatest number of patrons can be satisfied, yet recognizing unique demands of individuals

XII. To support the University commitment to concerns beyond the institution proper

(Used with permission of the Long Range Planning Committee, Duke University Library.)

LIBRARY GOALS AND OBJECTIVES

UNIT PLAN

I. **Strategic Planning Statement:**

The Library will emphasize quality support of the curriculum and, in a new initiative, will attempt to export information services beyond the Jacksonville campus.

To strengthen its role as academic hub of the University, the Library, will concentrate on becoming more user-friendly in terms of intellectual and physical access to its collections and services. The core curriculum, with its attendant need for remediation, and developing programs seeking accreditation will present challenges to the ongoing maintenance of the Library's outstanding book collections.

II. **Unit Goals and Objectives:**

A. To provide information resources to support the curriculum

1. To update the collection as required and keep it current in all subjects (ongoing). VPAA-9, p-7

2. To provide adequate collections for accreditation of new programs and maintenance of current programs by strengthening areas identified as inadequate by the collection assessment (ongoing). VPAA-5

3. To continue where practical and cost-effective to transfer information resources from traditional hard copy to digital formats, such as CD-ROM and online (ongoing). VPAA-2, p-8

4. To restore bibliographic instruction to pre-proration level and continue to provide quality reference services (1994). VPAA-2,9, p-7,8

5. To establish online links to other Alabama libraries' catalogs in order to share statewide information resources (1994). VPAA-2, p-8

6. To improve communication between acquisitions, subject specialists, and academic departments in order to better coordinate collection development (ongoing). VPAA-9, p-7

B. To create an easier-to-use, more inviting environment for students and faculty

1. To complete cataloging of materials for special collections (1994). VPAA-9, p-7,8

2. To complete reclassification of collection from Dewey Decimal to Library of Congress system (1994). VPAA-9, p-7,8

3. To review physical arrangement of the collection, revise locations, and label stacks, as needed (ongoing). VPAA-9, p-7,8

4. To enhance quality of service and instruction by developing faculty and staff through attendance at conferences, workshops, and training sessions (ongoing). VPAA-9, p-7,8

5. To complete interior renovation work begun in 1988 (1995). p-8

6. To create a multi-media general information and directional program to reside on public access computers in the lobby (1995). p-8

7. To maintain diversity among faculty, staff, and student assistants while ensuring that the best qualified candidates are hired (ongoing). VPAA-4

C. To export information services beyond the immediate University community.

1. To expand campus access to the online catalog off-campus (ongoing). p-5,8

2. To encourage use of library collections and facilities by local business, industry, and educators (ongoing). p-5,8

3. To make online catalog accessible via the Internet (1994). p-5, 8

4. To serve as an Internet hub and training center for libraries in Calhoun County (1995). p-5,8

5. To maintain current awareness and communicate latest findings in information services through faculty research and scholarly activity (ongoing). p-5,8

D. To improve access, services, and efficiency through automation

1. To train personnel in accessing and using the

Internet, which is expected to evolve into the National Research and Education Network (NREN) (1994). VPAA-2, p-8

2. To provide access to tape loaded bibliographic indexes through the online catalog (1994). VPAA-2, p-8

3. To establish a Head of Technical Services position to coordinate library automation, cataloging, documents, serials, and acquisitions (1994). p-8

4. To work with DSMD to obtain software required to provide statistical reports on NOTIS system (1995). VPAA-2, p-8

5. To establish a computer lab in the 10th floor classroom now serving as the Self Study Office (1994). VPAA-2, p-8

E. To enhance audio-visual services and capabilities campus-wide

1. To integrate various departmental media collections in the Library online catalog (ongoing). VPAA-2, p-1

2. To establish the Library as a node in a campus-wide telecommunications, video, and digital network (1995). VPAA-2, p-8

3. To increase listening stations in the Music Listening Room to better accommodate group assignments (1994). VPAA-5,9, p-7,8

4. To provide equipment and expertise to support multi-media production (1995). VPAA-2,5, p-8

Adopted from the Houston Cole Library Unit Plan
December 15, 1993

CIRCULATION POLICY

One of Houston Cole Library's primary functions is to provide easy access to information for the University community. The University community includes:

1. Students
2. Faculty/Administrative Staff
3. Staff
4. Retired Faculty/Administrative Staff/Staff
5. Spouses or Dependents of Faculty/Administrative Staff/ Staff or Retired Faculty/Administrative Staff/Staff
6. Patrons Not Affiliated with the University

All citizens will be accorded the privilege of use of any materials in the library; however, not all citizens may check out materials. Those who will be extended that privilege are defined in Section II.

EACH PERSON WITH BORROWING PRIVILEGES MUST CHECK OUT MATERIALS ON THEIR OWN IDENTIFICATION, and, with the exception of a faculty/administrative staff/staff member sending a designated person with written instructions and with their identification card to check out a specific item for the employee; NO ONE MAY CHECK OUT MATERIALS USING ANOTHER'S IDENTIFICATION. In addition, while it is recognized that it is the right of Students, Faculty, Administrative Staff, Staff, and persons with valid library borrowing cards to enjoy borrowing and usage privileges, abuse of those privileges, particularly those that hinder access or usage of library materials to other library patron or University classes, cannot be tolerated. The library, therefore reserves the right to recall all materials checked-out, despite borrowing period or renewal privileges of the patron, if it is judged to be limiting to the informational needs of the library community. The decision to recall materials or refuse renewal of materials will follow the Library Recall guidelines established in the Houston Cole Library Policy Manual.

I. Material Formats, Circulation Periods, and Patron Privileges:

Patron Classification	Format and Circulation Period		
	Books	Bound Journals	Reference
Faculty	1 Year	24 Hours	24 Hours
Administrative Staff	1 Year	24 Hours	24 Hours
Staff	28 Days	N/A	N/A
JSU Undergraduates*	14 Days	N/A	N/A
JSU Graduate Students*	14 Days	N/A	N/A
Retired Employees**	Same	N/A	N/A

Patron Classification	Format and Circulation Period		
	Books	Bound Journals	Reference
Spouses & Dependents*	14 Days	N/A	N/A
Non-Affiliated Patrons*	14 Days	N/A	N/A
Alumni*	14 Days	N/A	N/A
ROTC Staff	28 Days	N/A	N/A
Friends*	14 Days	N/A	N/A
Gadsden State Employees and Students*	14 Days	N/A	N/A
Special Seminar Students*	14 Days	N/A	N/A
Police Academy Students*	14 Days	N/A	N/A
Police Academy Staff	28 Days	N/A	N/A
Library Card Holders*	14 Days	N/A	N/A
ILL	28 Days	N/A	N/A
Bindery	70 Days	70 Days	70 Days

Patron Classification	Format and Circulation Period		
	Microforms	Musical Scores	ILL
Faculty	1 Year	1 Year	LL Period
Administrative Staff	1 Year	1 Year	LL Period
Staff	28 Days	28 Days	LL Period
JSU Undergraduates*	14 Days	14 Days	N/A
JSU Graduate Students*	14 Days	14 Days	LL Period
Retired Employees**	Same	Same	LL Period
Spouses & Dependents*	14 Days	14 Days	N/A
Non-Affiliated Patrons*	14 Days	14 Days	N/A
Alumni*	14 Days	14 Days	N/A
Friends*	14 Days	14 Days	N/A
ROTC Staff	28 Days	28 Days	LL Period
Gadsden State Employees Students*	14 Days	14 Days	N/A
Special Seminar Students*	14 Days	14 Days	N/A
Police Academy Students*	14 Days	14 Days	N/A
Police Academy Staff	28 Days	28 Days	LL Period
Library Card Holders*	14 Days	14 Days	N/A
ILL	28 Days	28 Days	N/A
Bindery	N/A	70 Days	N/A

Patron Classification	Format and Circulation Period		
	AV Material	Equipment	Video Tapes/Discs
Faculty	1 Year	1 Semester	7 Days
Administrative Staff	1 Year	1 Semester	7 Days
Staff	28 Days	1 Semester	7 Days
JSU Undergraduates	In-House	In-House	In-House
JSU Graduate Students	In-House	In-House	In-House
Retired Employees**	Same	Same	Same

Patron Classification	Format and Circulation Period		
	AV Material	Equipment	Video Tapes/Discs
Spouses & Dependents	In-House	In-House	In-House
Non-Affiliated Patrons	In-House	In-House	In-House
Alumni	In-House	In-House	In-House
Friends	In-House	In-House	In-House
ROTC Staff	28 Days	1 Semester	7 Days
Gadsden State Employees & Students	In-House	In-House	In-House
Special Seminar Students	In-House	In-House	In-House
Police Academy Students	In-House	In-House	In-House
Police Academy Staff	28 Days	1 Semester	7 Days
Library Card Holders	In-House	In-House	In-House
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

Patron Classification	Format and Circulation Period		
	Recordings	Audio Tapes	CD's
Faculty	1 Year	1 Year	1 Year
Administrative Staff	1 Year	1 Year	1 Year
Staff	28 Days	28 Days	28 Days
JSU Undergraduates	In-House	In-House	In-House
JSU Graduate Students	In-House	In-House	In-House
Retired Employees**	Same	Same	Same
Spouses & Dependents	In-House	In-House	In-House
Non-Affiliated Patrons	In-House	In-House	In-House
Alumni	In-House	In-House	In-House
Friends	In-House	In-House	In-House
ROTC Staff	28 Days	28 Days	28 Days
Gadsden State Employees & Students	In-House	In-House	In-House
Special Seminar Students	In-House	In-House	In-House
Police Academy Students	In-House	In-House	In-House
Police Academy Staff	28 Days	28 Days	28 Days
Library Card Holders	In-House	In-House	In-House
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

Patron Classification	Format and Circulation Period		
	Albums	Tapes	CD's
Faculty	7 Days	7 Days	7 Days
Administrative Staff	7 Days	7 Days	7 Days
Staff	7 Days	7 Days	7 Days
JSU Undergraduates	N/A	7 Days	N/A
JSU Graduate Students	N/A	7 Days	N/A
Retired Employees**	7 Days	7 Days	7 Days
Spouses & Dependents	N/A	7 Days	N/A
Non-Affiliated Patrons	N/A	7 Days	N/A
Alumni	N/A	7 Days	N/A
ROTC Staff	7 Days	7 Days	7 Days
Friends	N/A	7 Days	N/A
Gadsden State Employees & Students	N/A	7 Days	N/A
Special Seminar Students	N/A	7 Days	N/A
Police Academy Staff	7 Days	7 Days	7 Days
Police Academy Students	N/A	7 Days	N/A
Library Card Holders	N/A	7 Days	N/A
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

* During the May and Summer Semesters the check-out period is one week for Books, Microforms, and Musical Scores.

** Retired Employees retain the same circulation status as when they were actively employed.

II. **Patron Definition & Categories and Rules Controlling Usage:**

A. **Students:**

1. Those persons currently enrolled at Jacksonville State University, both on and off campus, who hold a student identification card.

2. Students have the right to first priority access to information because of the nature of their time constraints -- usually a few weeks or a semester at most.

3. Students may check out books for two weeks during the long semesters (Fall & Spring) and/or one week during other semesters.

4. Students have access to a system of HOLDS. If a book is checked out, students may request that the book be held for them when it is returned.

5. If faculty/staff or student has a book for more than two weeks (one week in short semesters) a student may request that the library RECALL the book. If the borrower is other than faculty/staff or student the RECALL may be made at any time the book is needed.

6. Enforcement of circulation regulations will be through a system of fines for overdue materials and charges for lost or damaged materials. Unpaid fines and/or charges for replacement of books damaged or not returned will generate a financial encumbrance on the student's account, and the student will not be permitted to graduate, register, or receive transcripts until the financial records are cleared.

7. Students must present a valid JSU identification card or a receipt for fee payment for the current semester in order to check out materials.

8. A limit on the number of items that may be checked out to each type patron is specified in the computer profile table, but few patrons are likely to reach that limit.

9. Patrons requesting an uncataloged item will be asked to wait until it is cataloged. The library faculty/staff will make every attempt to expedite the cataloging of requested uncataloged materials.

B. **Faculty/Administrative Staff:**

1. Those persons who are employees of Jacksonville State University and who have Employee Identification Cards from the Personnel Office indicating faculty or administrative staff status.

2. Books checked out by members of the **faculty and administrative staff** (vice-presidents, deans, and directors) must be returned at a designated time once a year for library inventory control.

3. Faculty/Administrative Staff have access to a system of HOLDS. If a book is checked out, faculty/ administrative staff may request that the book be held for them when returned. STUDENTS have priority in the HOLD system.

4. Materials that have been checked out for two weeks (one week during the short semesters) are subject to library RECALL.

5. Materials kept in faculty/administrative staff members' carrels must be checked out to the faculty/administrative staff member. Those materials are also subject to **RECALL**.

6. The Policy of the Houston Cole Library is that reference and periodical materials do not circulate. In "exceptional circumstances" Faculty and Administrative Staff may be granted a twenty-four hour loan of reference books or bound periodicals to show to a class or make copies in a University departmental office. Permission to circulate these materials rests with the Subject Specialist for that area, or in their absence, with the Director of Print Media or the University Librarian. On evening or weekends the Librarian on Duty may approve such loans. These loans will be entered on the online circulation system to insure knowledge of the whereabouts of such items.

7. Materials shelved or placed by library faculty/staff at some place other than that designated by the call number will have the new location noted on the record that appears on the Library's OPAC.

8. Patrons requesting an uncataloged item will be asked to wait until it is cataloged. The library faculty/staff will make every attempt to expedite the cataloging of requested uncataloged material that is in the library.

9. Enforcement of circulation regulations on faculty/administrative staff will be as follows:

   a. At the end of the Faculty/Administrative Staff circulation period (May 1) the computer will generate and send a listing of items charged to each faculty/administrative staff member. A second such notice will be generated and sent two weeks later.

   b. A bill will be sent to the faculty/administrative staff member for any materials not returned within two weeks of the second notice. This billed amount will go on the faculty/administrative staff member's patron record. When the amount of such bill reaches $100.00 the faculty/staff member will be blocked from borrowing privileges in the library system.

   c. Faculty/administrative staff members attempting to clear employment when leaving the University will

not be cleared and their final pay will not be released until obligations to the Library are cleared.

C. **Staff:**

1. Those persons who are employees of Jacksonville State University and who have Employee Identification Cards from the Personnel Office indicating Staff status.

2. Books checked out by members of the University Staff have a 28-Day check-out period in which time they may be returned or renewed.

3. Staff have access to a system of HOLDS. If a book is checked out, Staff may request that the book be held for them when returned. Students have priority in the HOLD System.

4. Materials that have been checked out for two weeks (one week during the short semesters) are subject to RECALL.

5. Staff members requesting an uncataloged item will be asked to wait until it is cataloged. The Library Faculty/Staff will make every attempt to expedite the cataloging of requested uncataloged material that is in the Library.

6. Enforcement of circulation regulations on Staff will be as follows:

   a. At the end of the 28-Day Staff circulation period the computer will generate and send a listing of items charged to each staff member. A second such notice will be generated and sent two weeks later.

   b. A bill will be sent to the staff member for any materials not returned within two weeks of the second notice. This billed amount will go on the staff member's patron record. When the amount of such bill reaches $100.00 the staff member will be blocked from borrowing privileges in the library system.

   c. Staff members attempting to clear employment when leaving the University will not be cleared and their final pay will not be released until their obligations to the Library are completed.

D. **Retired Employees:**

1. Those persons who are retired employees of the University and who hold a Jacksonville State University identification card obtained from the Personnel Office.

2. Retired employees have the same borrowing privileges as current employees. However:

3. Both students and current employees have priority of access to materials, so materials checked out to retired may by **RECALLED** at any time they are needed by either of those two categories of patrons.

4. Retired employees who fail to return RECALLED materials or materials called in at the end of the annual period may have their borrowing privileges blocked until they fulfill these conditions.

E. **Spouses or Dependents of Faculty/Administrative Staff or Retired Employees:**

1. The University Personnel Office issues identification cards to family members of employees or retired employees from the University. Holders of these cards shall have the same borrowing privileges as the **Patrons Not Affiliated With the University** listed below.

F. **Patrons Not Affiliated With the University:**

1. The library will create patron records for and provide borrowing privileges to certain members of the community who are not currently affiliated with the University. Instructions on making patron records for these persons are in Appendix IV. These persons are generally in the following groups:

   a. **Jacksonville State University Alumni Association Members**

   b. **Faculty/Administrative Staff/Staff of Area Public or Private Schools**

   c. **Members of the Friends of the Houston Cole Library**

   d. **Jacksonville State University Students Not Enrolled for Current Semester**

e. **Gadsden State Community College Faculty/Staff or Students**

f. **Special Seminar Students**

g. **Northeast Alabama Police Academy Staff**

h. **Special Borrowers Card Holders**

2. The loan period for materials checked out to patrons in these categories will be the same as to students; however, materials checked out to patrons in these categories may be **RECALLED** at any time they may be needed by students or faculty/administrative staff/ staff.

3. Materials checked out to patrons in these categories may be renewed if they have not been requested by other patrons.

4. Enforcement of circulation policies on persons not affiliated with the University will be as follows:

   a. Overdue notices will be generated on the same schedule as that for students.

   b. Fines for overdues will be the same as those charged to students.

   c. Patrons who do not return **RECALLED** items within the time specified on the recall notice, or patrons who fail to return borrowed books or pay fines on overdues will have their borrowing privileges blocked until they have done so. Those who persistently violate borrowing privileges may be permanently blocked from these privileges.

III. **General Rules and Regulations:**

A. **Fines:**

Fines are accrued at $.05 per day for a period of twenty-one days, and then the book is charged to lost.

B. **Service Fee:**

Once a book is charged to lost, a service fee of $3.00 is assessed if the book is returned. If the book is not returned the patron will be assessed the replacement cost of the book, in addition to the $3.00 service fee.

C. **Replacement Fee:**

The replacement fee is intended to cover the replacement cost of the book. Replacement costs, when possible, will be taken from the current **Books In Print**. If the item to be replaced is only available in paperback, or the lost item was a paperbound book, then a $2.00 charge will be added to the replacement cost to cover the cost of the bookcover. If no price can be ascertained from **Books In Print** the cost of replacement will be the average academic book price from the current **Bowker Annual**.

E. **Bindery Fee:**

If a book is returned in such damaged condition (at the time of check-out, the Circulation Staff member will note any damage to the item and flag it for repair or rebinding upon its return) that it needs to be rebound then a $10.00 bindery charge will be levied.

F. **Holds:**

Patrons who have material checked-out to them that have a hold placed on them will be sent a notice that the item cannot be renewed as the material has had a hold placed upon it. A $3.00 charge will be assessed to any patron who fails to return (three days after due date) an item that has been placed on hold.

RESERVE POLICY

The Houston Cole Library maintains a collection of course related, high-demand, high-risk, and librarian discretionary materials that are segregated, often temporarily, from the general collection and usually assigned restrictive loan periods so as to assure greater availability to library patrons, who may have need of the materials within a limited time period.

I. Types of Reserves

A. Strict Reserve:

Material on strict reserve is not to leave the library at any time. It is to be checked out for one-hour periods.

B. Twenty-four Hour Reserve:

Material on twenty-four hour reserve may be checked out from the library at any time and returned any time within twenty-four hours of the time of check-out.

C. Three-day Reserve:

Material on three-day reserve may be checked out at any time and returned to the library at any time within three days of check-out.

D. Other:

Certain items are also placed on Reserve from the general stacks that are not strictly class-related in nature. These are normally high-demand or high-risk items by definition (**Not Reference, Microforms, or other items that normally do not circulate**). These are placed on Reserve by the Subject Specialists and are checked out under normal circulation periods. They must, however, be returned to the Reserve Desk.

II. Checking-out Reserve Materials:

A. Reserve Materials are checked out at the Reserve Desk and **must be returned** to the Reserve Desk in order for the patron to be cleared from the Reserve Check Out Record.

B. Patrons may examine Reserve Materials at the Reserve Desk.

C. No more than two Reserve Items (24-Hour & 3-Day Reserve) are permitted to be checked out by an individual patron at one time.

III. **Renewing Reserve Materials:**

Reserve materials not designated as being held for another patron may be renewed.

IV. **Fines:**

A. Fines for overdue **Strict Reserve** materials are 25 cents per item for each hour overdue.

B. Fines for **Twenty-four Hour Reserve** materials are 25 cents per hour per item for each hour overdue. Hours counted as overdue are hours the library is open.

C. Fines for **Three-day Reserve** materials are $1.00 for each day overdue.

D. In all cases, the **Maximum Fine** is $10.00 per item. If the item is lost the charge will be the **Replacement Cost** (see Circulation Policy, VI-10).

V. **Faculty Reserve Periods:**

Teaching Faculty Reserve monographs will be held for one semester. At the end of the semester, unless otherwise notified, the reserve item will be removed from Reserve status and returned to its designated floor.

INTERLIBRARY LOAN POLICY

Interlibrary Loans are transactions in which library materials are made available by one library to another for the use of an individual. The policies followed by Jacksonville State University's Houston Cole Library in providing this service adhere to, and are based upon, the National Interlibrary Loan Code adopted by the American Library Association in 1980 and the International Interlibrary Loan Code of the International Federation of Library Associations.

I. Eligibility for Services:

Interlibrary Loan Service is available to faculty members, administrative staff, staff, and to graduate and honors students engaged in thesis or senior paper research. Privileges may be extended to retired employees at the discretion of the ILL Librarian. The Library encourages Graduate Students to select thesis topics in respect to the availability of materials and resources of the University Library, and therefore they should not need to borrow extensively from other libraries.

II. Considerations on Materials to be Borrowed:

Borrowers should not ordinarily expect to obtain the following materials through Interlibrary Loan:

A. Items currently available should be requested for purchase.

B. Bound periodical volumes, single issues, or periodical microforms.

C. Reference works

D. Rare books or manuscripts

E. Newspapers in their original format and other bulky or fragile materials

F. Doctoral dissertations or Masters' Theses

G. Duplicates of titles which are in the Houston Cole Library collection, regardless of format or circulation restrictions.

III. Copyright Restrictions:

In any one year period the library will not request more

than five copies of articles published within the last five years from the same journal title. (CONTU Rule of Five)

IV. **Procedures for Requesting Materials:**

A. A separate request form must be filled out for each item desired. Forms are available in the 4th Floor Interlibrary Loan Office, and also in each of the Subject Specialist's Offices. Telephone requests will be accepted at the discretion of the ILL Department Head. All patrons who have telephoned their ILL request must be sign the ILL request form when they pick up their material.

B. ILL request forms must be filled out completely, including a full bibliographic citation to the reference source from which the citation was found. (i.e., bibliography, periodical index)

C. When requesting a periodical article or book, the borrower will assume all charges incurred, even if the requested item arrives after their research is completed or they no longer require the information. A space is provided on the ILL request form for indicating the maximum charge that is acceptable to the ILL patron.

D. The length of time involved in obtaining a loan varies considerably. However, the average loan will arrive from one-to-three weeks from the date the ILL request is received in the ILL Office.

V. **Regulations:**

A. Borrowers will be notified by phone when the material they requested arrives. They should pick-up the material in the 4th Floor ILL Office as soon as possible.

B. The loan period and other regulations governing the use of ILL materials (i.e., For In-library Use Only, No Photocopying) are set by the lending library and must be strictly observed. In addition, all charges incurred by the patron from the lending library must be paid, regardless of when the item becomes available to the borrower. Failure to comply with such rules and restrictions may result in the loss of ILL borrowing privileges.

C. Renewals are granted only in exceptional cases. If special circumstances make requests for a renewal

necessary, then the borrower should notify ILL personnel at least four days before the item is due.

D. Items borrowed through interlibrary loan must be returned directly to the 4th Floor ILL Office. When the office is closed, ILL materials will be accepted by the Librarian on Duty. Items should not be returned through the mail.

VI. **Considerations on Materials to be Loaned:**

The following items are loaned to other libraries by the Houston Cole Library:

A. Circulating books

B. Microforms (monographic)

C. Circulating dissertations and theses

D. Newspapers on microfilm

E. Photocopies of periodical articles

The following items are not loaned by the Houston Cole Library:

A. Reference works

B. Periodicals (bound, unbound issues, microforms)

C. Audiovisual materials

D. Software

E. Alabama Gallery Materials

F. Strict Reserves

G. Sound Recordings

VII. **ILL Overdues:**

The Interlibrary Loan Office will send an overdue notice for delinquent items. A fine of $1.00 per day per item will begin to accrue 5 days after the date of notice if the items have not been returned. The charge will apply to all ILL patrons.

ONLINE DATABASE SEARCHING POLICY

I. **Definition:**

Online database searching is a remote, computerized reference service providing access to indexing, full text, statistical, and directory information.

II. **Purpose:**

The Purpose of providing online database searching is to supply the University Community with increased access to information.

III. **Goals:**

A. To conduct proper reference interviews to determine exact needs

B. To analyze needs and construct appropriate search strategy

C. To increase searching proficiency

D. To increase knowledge of databases and services

IV. **Objectives:**

A . To provide Library Users with increased and improved reference service

B. To allow maximum access to information at a minimum cost

C. To improve relations between the Library and the rest of the University community

D. To provide informational resources to the community and industry of Northeast Alabama

V. **Scope of Service:**

Online database searching will be offered to JSU Faculty, Administrative Staff, Staff, Graduate Students, and Library Users outside the University Community. Service will also be provided to Undergraduate Students that need information from sources not available in the Library because of cancellations of subscriptions. Should any scheduling conflicts arise, the JSU Students, Faculty, Administrative Staff, and Staff will have first priority for the searching service.

VI. **Online Committee:**

The Online Committee shall consist of a Committee Chair and other trained Searchers. The Committee will elect annually from its members a Chairperson. The Term of Office will extend from September through August. The process for election will be determined by the Committee. Decisions affecting online database searching will be a joint effort among Committee members with approval by the Director of Print Media and the University Librarian.

VII. **Searchers' Qualifications:**

A. The ability to touch type

B. A basic understanding of microcomputers and communications software

C. Training or experience in online searching obtained through any of the following methods:

1. Formal education in a Graduate Library course in online searching

2. Hands on experience in database searching obtained from training and utilizing free search time provided through vendor workshops or training sessions

3. Use of training databases such as the ontap Dialog files

4. In-house training provided by the Online Committee Chairperson or an experienced Searcher delegated by the Chairperson

5. Refresher training as needed to keep the Searcher current with new databases and developments.

VIII. **Committee Chairperson's Responsibilities:**

A. The scheduling and conducting of committee meetings

B. The dissemination of information on such issues as the use of online access systems and professional training

C. Preparation of requests for equipment, support materials, and training

D. Act as a liaison with Vendors and Producers

E. Prepare Quarterly and Annual Reports

F. Promote the development of skills through workshops and training

G. Report activities to the University Librarian

H. Collect database search forms and log search information

I. Verify billing statements

J. Compile statistics for Quarterly and Annual Reports

IX. **Searchers' Responsibilities:**

A. The ability to recognize the need for an online search and to refer the patron to appropriate printed sources when it is determined that an online search is not necessary

B. To provide Library Users with the most relevant and cost effective information

C. To maintain awareness of developments in database searching relevant to his/her area of expertise, through reading, attendance at workshops or other training sessions, and continual practice of searching skills

D. To disseminate information about online services to appropriate departments within their discipline

E. To attend and participate in Committee Meetings

F. To adhere to the American Library Association's guidelines on confidentiality

X. **Librarian Referrals:**

Librarians not involved with online searching shall recognize the merits of the service and make every effort to incorporate the service into their reference and BI duties by referring Patrons to a qualified Searcher. All Librarians shall have an awareness of the scope of information offered through databases and an understanding of the capabilities of online searching.

XI. **User Fees & Online Searching Allocations:**

As long as funds are available, the Library will provide online database searching free of charge, within certain limitations, to qualified Patrons. Monetary allocations are limited to online searching fees only.

The Library will assume the cost of the searches for the following per fiscal year:

A. JSU Faculty	$100.00
B. Administrative Staff	100.00
C. Staff	100.00
D. Graduate Students	50.00
E. Undergraduate Students*	20.00

*(For those enrolled in subjects such as physics, chemistry, or biology for which printed sources have been cancelled.)

Other Undergraduate Students will be charged 100% of the estimated cost. Other individuals and organizations will be charged 100% of the estimated cost plus a $10.00 consultation fee. Any search done for a fee will have the charges collected before the search results are given to the requestor. All cash and checks are to be recorded and a receipt given to the search requestor. Checks must be payable to the Houston Cole Library. Searches may be charged on University accounts. The Departmental Budget Code will be used for these charges.

XII. **Funding:**

All online database fees will be charged to the Serials Account (430). The Serials Librarian is responsible for prompt payment of these accounts.

XIII. **Search Procedures:**

Patrons requesting an online search shall be referred to the most qualified Searcher (subject or database expertise). If for any reason the Searcher cannot perform the search, they may refer the Patron to someone else. In order to avoid conflicts in scheduling and to provide unified service the following procedures shall be followed by all searchers:

A. Will determine the appropriateness of an online search

B. Will explain the benefits and limitations of an online search

C. Will make clear to the requestor exactly what they will receive from the service

D. Will explain any charges involved

E. Will give the Requestor a **Search Request Form** to fill out, making any necessary explanation

F. Will conduct appropriate reference interview to determine complete scope and depth of information needed

G. Will post appointment in the appropriate log, or if the computer is not in use, may conduct the search immediately, if so desired

H. Will detach charges from print-out, affix to **Search Request Form**, and route to Online Committee Chairperson, when search is complete

I. Will conduct post-interview with Requestor, explaining all aspects of the printout and provide a **Search Evaluation Form** for the requestor to complete

J. If the searcher is given the completed **Search Evaluation Form**, they will forward to the Online Committee Chairperson

XIV. **Location of Search Areas:**

Searches will be performed in areas equipped with proper facilities. All manuals, thesauri, and other pertinent materials will be kept in one centralized area. Items may be taken to other areas for use.

XV. **Complaints:**

Any legitimate or serious complaint will be taken in writing and signed by the complainant. It will then be forwarded to the Online Committee Chairperson and placed on the agenda for discussion in the next meeting.

XVI. **Evaluation:**

A **Search Evaluation Form** will accompany search results. The patron will be requested to complete and return the form to the Online Committee Chairperson or return to the searcher. This information will be used to assess and improve online services.

XVII. **Marketing/Advertising:**

The Online Committee Chairperson will make every effort to advertise online services within the University community on a yearly basis.

XVIII. **End Users:**

Patrons should not be given access to the Library's passwords. Therefore, all searches will be conducted

by a librarian for the end user.

XIX. **Training:**

Searchers are encoraged to maintain awareness of developments in database searching relevant to their area of expertise. This will be through reading, attendance at workshops or other training sessions, and continual practice of searching skills.

XX. **Copyright:**

Houston Cole Library complies with all United States Government Copyright Laws. See Appendix of the Policy Handbook.

ACQUISITIONS POLICY

It is the goal of the Houston Cole Library's Acquisitions Department to develop a collection which meets the present needs and anticipates the future requirements of the Jacksonville State University community. Toward this effort, departmental personnel will keep abreast of available monographs to support the curriculum; obtain materials as economically as possible; maintain accounting and inventory records; and cooperate with subject bibliographers and teaching faculty in the selection of materials. For specifics related to each of the HCL's collections please refer to the Houston Cole Library Collection Management and Development Policy.

I. **Criteria for Selection:**

A. Material meets criteria for the discipline as outlined in the Collection Management and Development Policy.

B. Material will strengthen identified weak areas of the collection.

C. Timeliness of material

D. Material does not duplicate library's holdings or coverage.

E. Monographs authored by JSU faculty members

F. Faculty requests

G. Alabamiana. When possible, two copies of materials written by Alabama authors, materials about Alabama, or about Alabamians, will be purchased.

H. Preference wil be given to English language materials. Exceptions include, but are not limited to, works intended for the foreign language program.

I. Student requests will be honored when they are within the scope of the HCL Collection Management and Development Policy.

J. Items with favorable reviews in acceptable media

K. Items cited in indexes or specialized bibliographies.

L. Publisher's reputation

M. Priority will be given to scholarly works, but a selective number of monographs may be purchased to cover the leisure and remedial reading needs of the University community.

N. Multiple copies may be purchased when high demand is demonstrated or anticipated, and at the request of teaching faculty members when proper justification can be shown. Two copies of Alabamiana, one for the Alabama Gallery and a second for the circulating collection, may be purchased when available.

II. **Formats Collected by the Acquisitions Department:**

A. MONOGRAPHS: Monographs are acquired for all disciplines. They are usually acquired through jobbers.

B. SERIALS: With a few exceptions, the Acquisitions Department does not purchase materials that are serial in nature. The Serials Department has the responsibility for purchasing serial materials.

C. NEWSPAPERS: Backfiles of newspapers are purchased when funds are available.

D. LOOSE-LEAF MATERIALS : As needed.

E. TEXTBOOKS: With the exception of the materials for the Textbook Collection, the acquisition of textbooks is strongly discouraged. Exceptions are allowed at the specific request of an instructor, who requests the material for Reserve, or when the work itself is of a seminal, historical, or other significant nature.

F. REPRINTS: Reprints are evaluated in the same manner as other monographic and serial requests.

G. DISSERTATIONS AND THESES: Acquired on a selective basis, usually at the request of a teaching faculty member. One copy of all theses from Jacksonville State University is acquired for the Alabama Gallery.

H. PAPERBACKS: Acquired when hardcover copy is unavailable or is of such prohibitive cost that the paper copy purchase is justified.

I. MICROFORMS: Monographic microforms are acquired on a selective basis.

J. MAPS: Maps and charts are purchased on a selective basis.

K. PAMPHLETS: With the exception of one standing order plan, pamphlets are acquired only on a highly selective basis. Preference is given to free items.

M. MUSICAL SCORES: Purchased selectively

N. KITS: Purchased on a selective basis

O. ART WORKS: Not collected

P. POSTERS: Not collected

Q. SOUND RECORDINGS: Purchased by the Audio-Visual Department

R. AUDIO-VISUAL: Purchased by the Audio-Visual Department

S. MACHINE-READABLE DATA FILES: Computer software packages are not purchased by the Acquisitions Department. Library materials containing computer software are classified as kits and are housed in the Audio-Visual Department.

T. VERTICAL FILES MATERIALS: Acquired on a selective basis. The majority are University related and the preference is for free materials.

III. **Replacements:**

Materials that are missing, damaged, or lost will not be replaced automatically. Replacement is dependent upon the following criteria:

A. Recommendation by the subject specialist.

B. Availability.

C. Budget.

IV. **Gifts and Exchanges:**

HCL will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria:

A. Publications received as gifts will be evaluated by the same standards as apply to new materials being selected for purchase.

B. The Library has the right to retain or dispose of any gift materials at the discretion of the librarians Donors should be made aware of this provision.

C. Normally, the library will not accept added copies of materials already in the collection, unless the added copy is judged to be of significant value or an item that is in high demand.

D. Appraisal of gift materials to the library is the responsibility of the donor. The library does not appraise gifts.

E. Gift materials requiring continuing obligations on the part of the library should not be accepted without serious consideration of the library's ability to keep the materials up-to date.

G. Gift books not retained in the collection will be offered for exchange to other libraries in Alabama for reimbursement of shipping charges. Those items not offered, or accepted, for exchange will be stored at the University's warehouse and offered for sale during the auction of surplus materials.

V. **Personal Copies:**

The Acquisitions Department will make every effort to assist patrons in obtaining order information for personal copies of in-print published materials. However, it is the policy of the department not to order personal copies for individual patrons.

SERIALS POLICY

The **ALA Glossary of Library and Information Science** (1981) defines a serial as a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings transactions, etc. of societies; and numbered monographic series.

The goal of the Library's Serials Department is to develop a serials collection that covers as wide a range of subject areas as possible, with appropriate materials that support curriculum needs. In addition to scholarly journals, the Library strives to maintain a collection of general interest titles and a few titles specifically for entertainment purposes. Depending upon the availability of funds, the Library will consider titles to support individual faculty research.

I. **Criteria for Selection:**

Because of the ongoing costs and high inflationary characteristics associated with the purchase of serial subscriptions and standing orders, selections will be made with a high degree of discrimination. Reevaluation will be made on a continuing basis with special attention given to titles which exhibit extraordinary price increases (See also: **Houston Cole Library Collection Management and Policy**, (1991).

New serials titles will be considered for purchase upon requests of faculty members. The expertise of the Library's subject specialists will be a factor in considering the addition of a new subscription. Selection will be made in consideration of the following criteria:

A. The journal is indexed by services available in our Library.

B. The title is in the English language (with some exceptions).

C. Subject matter supports the University curriculum.

D. Appropriateness of need relative to cost.

E. Usage

F. Accuracy of content

G. Specific need

Subscriptions normally are initially ordered or renewed in the summer to begin with the following calendar year (January), and continue for twelve months. If funds permit, several years backfiles of newly selected titles may be purchased in microform, if available.

1. **Newspapers:**

The newspaper collection will consist of a wide range of international, national, regional, and local papers. It will present diverse political and social viewpoints, and will be as complete as the budget will allow.

Purchase of newspapers on microform is selective, with major regional and national titles given priority. Retention of newspaper issues which are not replaced by microform will depend upon specific need and space availability.

2. **Serial Format:**

The majority of serial subscriptions will be purchased in paper copy. Titles may be purchased initially in microform under the following conditions:

a. Titles are not available in paper copy.

b. Space considerations

c. Expected usage relative to expected need and cost.

II. **Permanent Housing:**

Decisions relating to permanent housing of materials (binding or microform replacement) will be made jointly by the serials librarian and the subject specialist. Factors to be considered in the decision are:

A. Difficulty in obtaining missing issues

B. Cost of microform relative to cost of binding

C. Available shelf space

D. Original format of the material

III. **Binding & Rebinding:**

Every effort will be made to bind complete volumes in a timely manner. If issues are missing at the time of binding, and cannot be located in the Library within a reasonable period of time, the issues will be purchased if available. Missing issues may also be referenced on an inserted page in the bound volume, to a specific Business Collection or Magazine Collection cassette if available. If issues cannot be located, or referenced, the volume may be bound 'as is' with an inserted sheet stating that the item was missing at the time of binding.

The rebinding of monographs is under the direction of the Serials Department, which has budgetary authority for this action. The Subject Specialists should deliver all Reference, Circulating, and Reserve books that need repair to the Circulation desk for checkout to Mending. If a book cannot be repaired in-house, and a question arises as to its value, it will be returned to the Subject Specialist for their determination as to whether the item is of sufficient value to their collection to be rebound. The Serials Department has responsibility for processing, billing, and check-out of these materials. The check-in of rebound monographs is the responsibility of the Cataloging Department.

IV. **Gifts:**

Gifts of journals and magazines are gladly accepted by the Library. The previously cited 'criteria for selection' will be used to determine whether or not to add the material to the collection. Acceptance is based on the following conditions:

A. No restriction will be placed on a gift's disposal.

B. Appraisal of gift materials to the library is the responsibility of the donor. The library does not appraise gifts.

Acceptance will be at the discretion of the Serials Librarian. The Serials Librarian should be consulted before the items are delivered to the library.

V. **Discarding:**

Paper issues that are replaced by microform copy will be disposed of in the following manner:

A. Popular titles or titles which cannot be sold or

exchanged will either be offered to JSU students or sent to EBSCO's missing copy bank.

B. Scholarly titles will be offered for sale to backfile dealers.

C. The remainder will be offered to other libraries.

D. Items not disposed of in the above manner will be recycled when possible.

VI. **Deselection:**

Criteria for deselection of materials is defined in the **Houston Cole Library Collection Management and Development Policy** pp.17-19.

CONFERENCE CENTER POLICY

The Eleventh Floor Conference Rooms are available to groups internal and external to the University Community. The following rules are established to insure availability and good service to the users of the eleventh floor facilities.

I. **Fees**:

A. No fees will be charged for a University Academic function.

B. The following fees will be charged to Faculty, Administrative Staff, and Staff for personal use of the Conference Center:

1. Up to 50 people	$15.00
2. 50 to 100 people	$30.00
3. 100 to 150 people	$45.00

C. Non-University Community events will be charged according to the following schedule:

1. 0 to 4 hrs.	50 people or less	$20.00
2. 5 to 8 hrs.	50 people or less	$30.00
3. 0 to 4 hrs.	50 to 100 people	$30.00
4. 5 to 8 hrs.	50 to 100 people	$40.00
5. 0 to 4 hrs.	100 to 150 people	$45.00
6. 5 to 8 hrs.	100 to 150 people	$70.00

D. Unless prior arrangements have been made payment will be due before use of the Conference Center.

II. **Time**:

Meetings should be scheduled within the library operating hours. Exceptions may be made on an individual basis. Any group wishing to use the Conference Center at times not concurrent with library hours of operation must retain a security guard approved by the University Librarian.

III. **Set Up**:

Any rearrangement of furniture will be done by the group planning to use the facility and must be approved by the University Librarian. Users must return furniture to its original arrangement following the function.

IV. **Catering**:

Catering must be arranged by individual groups prior to the

function. Catering has to be by the Campus Food Service.

V. **Cleaning**:

The University Housekeeping Service is responsible for cleaning the Conference Center. If a group is irresponsible and the cleaning is out of proportion to the size group, an extra cleaning charge will be made. Any damage due to other than normal use will also result in extra charges for repair or replacement.

VI. **Reservations**:

Reservations should be made no later than 1 week prior to the event. Scheduling is made on a first come first served basis. A written copy of this policy will be given to persons making reservations at the time reservations are confirmed.

VII. **Student Groups**:

Student groups may use the Conference Center for an academic function if a responsible JSU employee is present and sponsors the function.

VIII. **Irresponsible Use of the Conference Center**:

Any irresponsible use of the Conference Center will result in charges additional to the Use Fee and denial of use to the group in the future.

GOVERNMENT DOCUMENTS POLICY

Houston Cole Library is a Selective Depository for United States Government Publications and, therefore is legally designated to receive without charge a selected portion of the publications supplied by the Government Printing Office and other federal agencies for distribution by the Superintendent of Documents. It became a member of the Federal Depository Library Program in 1929. Chapter 19 of Title 44 of the U.S. Code is the authority for the establishment and operation of the depository program. Rules and regulations of the depository programs are in Section I (Overview - Authorization) and Section V (Laws in Force Relating to Government Depository Libraries) of **A Directory of U.S. Government Depository Libraries**. The directory is located in the Government Documents Department and the pertinent sections are reprinted respectively in Appendices II and III of the **Houston Cole Library Policy Manual**.

The purpose of the Government Documents Department is to collect, organize, and provide free access to the publications of the United States Government, thus supporting the current and anticipated instructional, research, and service programs of the University, and providing for the needs of the community at large (The 3rd Congressional District of Alabama). Documents are classed by the Library of Congress Classification System and integrated into the Library's collection.

I. **Criteria for Selection:**

A. The Federal Depository Library Program requires libraries to select certain titles which form a basic collection. Selection procedures are in **A Directory of U.S. Government Depository Libraries**. Publications are selected from the **List of Classes of United States Government Publications Available for Selection by Depository Libraries**.

B. For collection guidelines see the **Houston Cole Library Collection Management and Delevopment Policy**.

II. **Circulation:**

A. United States Government publications circulate in the same manner as other materials except for the machine readable files, which may be downloaded if the patron provides a diskette.

STATE OF ALABAMA PUBLICATIONS

State of Alabama publications are not in the province of the Federal Depository Program, but are briefly discussed here for

convenience and the similarities of their programs.

I. **Criteria for Selection:**

Acquisition of State of Alabama Publications is under the direction of the Acquisitions Department. Selection criteria are found in Sections I. E and I. L of the Acquisitions Policy and on page XIII-2 of the Alabama Gallery Policy of the **Houston Cole Library Policy Manual**.

II. **Circulation:**

State of Alabama Publications will not be circulated when only one copy is owned by the library.

LIBRARY DISPLAY AND EXHIBIT POLICY

The Houston Cole Library Display Cabinets are designated for Jacksonville State University Faculty publications. The display cabinets are maintained by the University's Faculty Research Committee and are updated annually.

The Exhibit Spaces at the east and west ends of the Library Lobby are designated for library displays of an educational, cultural, or intellectual nature. These displays are maintained by an individual delegated by the University Librarian, who has the final responsibility for all exhibits in the Library.

SECURITY POLICY

Library security is directly related to the well-being of people and property within the library facilities at the University. Since no one library staff member can be everywhere at once, all library personnel must be individually aware of potential security problems. It is desirable for them to know how to handle security problems as they occur, and how to prevent or minimize potential security problems. Review of security policies, issues, and procedures should be a continuous process. Library staff should refer to the **Security Procedures** section for information on handling individual security matters and problems, and notify the person in charge at the time of the incident.

Normal hours for the Houston Cole Library are posted each semester. Access to the building at other hours requires permission from the University Librarian and knowledge and assistance of the University Police.

Unauthorized removal or the mutilation of library materials are illegal, selfish acts which render the information unavailable to other patrons. There is no defense for these acts and they should not go unpunished. The Library must be able to account for materials which are collected for study, and which are paid for with state funds. The following are provisions for the library to report offenses for prosecution, judgement, and punishment of anyone found stealing or mutilating library materials or infringing on the rights of library patrons and library personnel:

I. **Unauthorized Removal, Theft, or Failure to Return Library Materials:**

The unauthorized removal of materials includes evasion of check-out and inspection procedures and the willful or repeated failure to respond to recall notices.

II. **Mutilation of Library Materials:**

Mutilation of library materials is defined as the defacing of library materials by marking or underlining or tearing or cutting pages or parts of pages out of books or periodicals. The attempted removal of security markers by slitting open the spine of a book or ripping bar code or call number labels from books are also considered forms of mutilation. The mutilation of library materials is a serious offense against the academic community and should be regarded as such.

III. **Vandalism:**

Vandalism is the willful or malicious destruction or defacement of public or private property. Anyone found to have vandalized the library building, property, or equipment will be reported to the University Police.

IV. **Personal Security of Patrons and Library Personnel:**

A. **Theft:**

Theft of personal property belonging to library patrons or library personnel is a serious offense. It is the policy of the Library to actively work to prevent theft of personal property through awareness programs and by reporting to the University Police any attempts to steal personal items.

B. **Violent or Disruptive Patrons:**

It is the right of library patrons and library personnel to expect a safe and quiet environment in which to pursue their research, work, and other library-related activities. It is the policy of the Library to notify the University Police of any person/persons acting in a violent or disruptive manner.

C. **Sexual Harrassment:**

Stated simply, sexual harrassment will not be tolerated. The Library adheres to Jacksonville State University's Policy (I:02:05) in dealing with reports of sexual harrassment.

D. **Fire:**

The danger of fire in the Library is a serious matter and any violation of safety codes or smoking regulations should be handled in a expeditious manner by Library Personnel. Violations of smoking rules should be reported to the Security Clerk at the Circulation Desk. Maintenance of fire safety equipment in the Library is the resonsibility of the University's Physical Plant Department.

E. **Personal Injury or Sudden Illness:**

A First Aid Kit is kept at the Circulation Desk. Library Personnel should notify the Circulation Desk of any injury or illness of any Library Patron.

F. **Elevators:**

There are three public elevators for the use of Library Patrons; the service elevator is reserved for University personnel and Marriott staff. The Library staff is encouraged to utilize the service elevator for all book truck traffic and other equipment usage.

G. **Doors:**

1. **Emergency Doors:**

No one is permitted to use the Emergency Door exit in the basement except in the case of an actual emergency.

2. **Receiving Door:**

Use of the Receiving Door is restricted to Library personnel, Center For Individulized Instruction personnel, Graduate School personnel, University personnel with library-related business, Marriott staff, and other persons making business deliveries to the library.

V. **Other Security Considerations:**

A. **Food & Drink:**

As food and drink can cause damage to library materials, library furnishings, and library equipment through spillage and can attract book and paper damaging insects, the policy of the University Library is to restrict their consumption to designated areas. For Library patrons the designated area is the lobby. Non-compliance should be reported to the Circulation Desk.

B. **Tobacco:**

It is the policy of the University to provide non-smoking students, faculty, and staff with a tobacco smoke-free environment in which to work and study. While the University is sensitive to the needs and rights of smokers, our primary concern must be for the protection of the non-smoking population. Smoking in campus buildings will be allowed only in areas designated "Smoking Permitted." It is the policy of the University Library to permit smoking in the southwest quadrant of the lobby and outside the building. Non-compliance should be reported to the Circulation Desk. CII and the Graduate Office set their own smoking policies for their areas.

The use of smokeless tobacco on campus has resulted in significant damage to University property and has caused additional cleaning expenses. There is also the growing concern about the possiblity of the spread of disease through contact with body fluids. It is the policy of the University that the use of smokeless tobacco will **not** be permitted in any facility on campus; therefore smokeless tobacco is not permitted in the library. Non-compliance should be reported to the Circulation Desk.

LIBRARY STUDENT ASSISTANT POLICY

HOUSTON COLE LIBRARY
JACKSONVILLE STATE UNIVERSITY

I. General:

A. Library Operating Hours:

Fall & Spring Terms

Monday - Thursday	7:30 A.M. - 11:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	9:00 A.M. - 5:00 P.M.
Sunday	3:00 P.M. - 11:00 P.M.

May & Summer Terms

Monday - Thursday	7:30 A.M. - 9:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	9:00 A.M. - 1:00 P.M.
Sunday	5:00 P.M. - 9:00 P.M.

B. Before a Student Assistant can begin working they must pick up a **pink work permit from the** Personnel Office. The permit and a copy of the student's class schedule should be taken to the **Secretary to the University Librarian** in the **University Librarian's Office** (8th Floor of the Houston Cole Library).

C. Student Assistants will be assigned to the following departments in the Library:

1. Acquisitions/Serials
2. Audio-Visuals
3. Circulation/Reference
4. Processing
5. Interlibrary Loan
6. Computer Lab

D. Job descriptions are on file in the **Financial Aid Office** and the **University Librarian's Office.**

E. Evaluations are completed near the end of the Fall Term and during the mid-Spring Term and become part of the Student Assistant's file at the Library and the Financial Aid Office. When prospective employers call for references, these evaluations are used.

F. The Student Assistant will receive a Student Employee Improvement Form if it is evident a problem is developing with their work. Suggestions for and assistance in improving a problem will be given by their

supervisor. Continued lack of improvement will result in the loss of the student job.

G. Library Student Assistants are representatives of the Library. As such they should adhere to the following guidelines and regulations:

1. Eating, drinking, smoking, or the placing or receiving of phone calls during work is prohibited.

2. Courteous behavior towards Library Patrons and Staff is imperative.

3. If asked a question that they cannot answer, the student assistant should seek the assistance of a Library Staff member.

4. Library work comes first.

5. The student assistant should not encourage friends to visit while they are working.

6. They should remain in their assigned areas unless they need the assistance of a Library Staff member, or are fulfilling other assigned duties.

H. Students are hired for one semester at a time and are expected to work the **entire** semester.

I. Every effort will be made to assign each Student Assistant a work schedule that will accommodate both Library and student needs. Schedules will be assigned by Library Department Supervisors.

II. **Attendance:**

If a student assistant is going to be absent, it is their responsibility to find another student assistant to take their place during their scheduled work assignment. A list of all student assistants in the department and their phone numbers will be provided to each student employee at the beginning of the semester. Call the **Secretary to the University Librarian** (782-5255) or the **Circulation Desk** (782-5758) to report any substitutions.

III. **Payrolls and Paychecks:**

A. The student payroll is signed on the last working day of the month in the University Librarian's Office on the 8th Floor. **Students who fail to sign the payroll will not be paid.**

B. Paychecks may be picked up **after 2:00 P.M.** on the 4th working day of each month from the **Secretary to the University Librarian** (University Librarian's Office - 8th Floor).

C. Students who are unable to pick up their checks may leave a stamped, self-addressed envelope with the Secretary to the University Librarian.

D. Students who are unable to sign their payroll can sign a form in the University Librarian's Office **at any time during that month** to allow them to be paid.

IV. **Time Keeping Policy:**

A. Students are required to sign the appropriate time sheet upon arrival at work and again when they depart.

B. Student workers are to total their hours each day they work and record them on the time sheet. At the end of each week they are to total the number of hours worked each day and enter the weeek's total in the **TOTAL** column.

C. The Payroll is based on the hours recorded on the official library time report sheet.

D. Falsification of the time worked will result in the immediate loss of the Student Assistant's job.

V. **Student Assistant Training:**

A. **Technical Services & Audio-Visual Student Asssistants**

Training will be supervised by Library Personnel in those areas.

B. **Circulation & Reference**

Library orientation and training will be conducted during the day during the student's first semester by the Librarian on the floor or at the Circulation desk to which the student is assigned. After successful completion of this training the Student Assistant may be assigned to work independently on floors when a Librarian is off duty or at night or during weekend hours.

ALABAMA GALLERY POLICY

The Alabama Gallery is the Houston Cole Library's special collections area, which is defined as a collection of materials separated from the general collection because they are of a certain format, on a certain subject, of a certain period or geographical area, rare, fragile, or valuable. The primary purpose of the Alabama Gallery's collections is to serve researchers whose interests pertain to Alabamiana. The Gallery houses two collections: the Alabama Collection and the Rare Book Collection. Alabamiana publications consists of those materials about Alabama or of Alabama authorship and State of Alabama Publications. In addition, materials about the local region and Jacksonville State University are also collected. The Rare Book Collection consists of items that are considered valuable due to their age or uniqueness. Because of the nature of the collections and staffing considerations certain restrictions are placed on their access and use. The following policies are guidelines for the Alabama Gallery:

I. The doors of the Alabama Gallery remain locked at all times. Access is permitted to researchers by the librarian on duty or by the Secretary to the University Librarian. Visitors who request a tour of the collections should see the Secretary to the University Librarian.

II. The Alabama Gallery is closed on the weekends.

III. A staff member must be present while a patron utilizes the collections.

IV. Materials may only be removed from the Gallery for photocopying and with permission of the Staff member present.

REFERENCE POLICY

Reference Service at the Houston Cole Library is the personal assistance provided by the various Subject Specialists and other members of the Library Staff to Library Patrons in pursuit of information. This service may include both the locating and supplying of needed information or the referral to other resources internal to or external to the Library. As with the General Collections, the Reference Collections in the Library are arranged, to as great a degree as possible, by discipline. The Reference Collections are housed in the following arrangement:

2nd Floor:	General Works; Auxiliary Sciences of History; Philosophy; Logic; Psychology; Ethics; Religion; Archaeology; Numismatics; Epigraphy; Heraldry; Genealogy; Biography; Library Science; Bibliography
3rd Floor:	History; Geography; Anthropology
4th Floor:	Economics; Transportation & Communications; Commerce; Finance; Sociology; Criminal Justice; Political Science; Public Administration
5th Floor:	Education; Physical Education; Recreation
6th Floor	Art; Architecture; Music; Philology; Linguistics; Languages & Related Literatures
7th Floor:	Literature
9th Floor:	General Science; Mathematics; Computer Science; Astronomy; Physics; Meteorology; Chemistry; Geology; Natural History; Biology; Botany; Zoology; Anatomy; Physiology; Microbiology; Medicine; Nursing
10th Floor:	Agriculture; Technology; Engineering; Photography; Handicrafts; Home Economics; Military Science; Naval Science; Law

I. Criteria for Selection of Reference Materials:

The **ALA Glossary of Library and Information Science** (1981) defines a Reference Book as a "book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively." New Reference titles will be considered for purchase upon the request of Faculty, Staff, Administrative Staff, Students, and other interested patrons. In addition, the expertise of the Library's Subject

Specialists will be a major factor in considering the acquisition of new Reference materials. Selection will be made along guidelines established in the **Houston Cole Library Collection Management and Development Policy** and in consideration of the following criteria:

A. Subject material supports University curriculum or addresses specific needs.

B. Appropriateness of need relative to cost.

C. Usage

D. Accuracy of content

E. The title is in the English language (with exceptions).

II. **List of Reference Services:**

A. **Circulation of Reference Materials & Bound Periodicals:**

The Policy of the Houston Cole Library is that reference and periodical materials do not circulate. In "exceptional circumstances" Faculty and Administrative Staff may be granted a twenty-four hour loan of reference books or bound periodicals to show a class or to make copies in a University departmental office. Permission to circulate these materials rests with the Subject Specialist for that area, or in their absence, with the Director of Print Media or the University Librarian. On evening or weekends the Librarian on Duty may approve such loans. These loans will be entered in the online circulation system to insure knowledge of the whereabouts of such items.

B. **Added Volumes and Superceded Sets:**

Accessibility to the library collections is of paramount importance to the librarians and the library's patrons. However, in contrast to monographs in the circulating collections, reference works limit this accessibility to hours of library operations. The problem of shelving space has created a situation in which certain reference works cannot be housed in the designated Reference areas and therefore must be housed in the circulating stacks. To insure the integrity of the Reference Collections and at the same time provide maximum accessibility for library patrons, the Subject Specialists will designate added volume titles or superceded set titles in one of the following categories:

1. **Reference Only:**

   All volumes housed in Reference area and cataloged **Reference**.

2. **Latest Edition or Set in Reference (Non-Circulating):**

   The latest edition or set is housed in the Reference area and cataloged **Reference**. The superceded volume or set is housed in the circulating stacks, the designation **Reference** is removed from the volume(s)' call number, the bibliographic record is revised to indicate the item is non-circulating, and a non-circulating tag is placed on the volume(s).

3. **Latest Edition or Set in Reference (Circulating):**

   The latest edition or set is housed in the Reference area and cataloged **Reference**. The superceded volume or set is housed in the circulating stacks, the designation **Reference** is removed from the volume(s)' call number, and the bibliographic record is revised to indicate the item circulates.

4. **Latest Edition or Set in Reference (Discard):**

   The latest edition or set is housed in the Reference area and cataloged **Reference**. The superceded volume or set is weeded from the collection and removed from the bibliographic record.

C. **Reserve:**

Certain items are placed on Reserve from the **general circulation stacks** that are not strictly class-related in nature. These are normally high-demand or high-risk items by definition. These are placed on Reserve by the Subject Specialists and are checked out under **normal circulation periods** (the same as the Circulation Desk periods). They must, however, be returned to the Reserve Desk.

The circulation status of **Reference Works and Bound Periodicals** precludes their being placed on Reserve.

D. **Bibliographic Instruction:**

Bibliographic Instruction Services range from Orientation Tours of the Library for school and other groups to Instructional sessions with faculty and students in subject related or research methodology courses. Individuals may also receive similar assistance by making

an individual appointment with the appropriate Subject Specialist or the Coordinator of Bibliographic Instruction. Subject Specialists should always notify the Coordinator of any BI sessions taught.

E. **Online Database Searching:**

Subject Specialists are expected to develop and maintain expertise in the databases within their subject areas. Policies and procedures for Online Database Searching are located in Section IX of the **Houston Cole Library Policy**.

F. **Photocopy Policy:**

The Houston Cole Library adheres to the Copyright Laws as promulgated in the **United States Code** Title 17, Sections 106-107 (Appendix I, **Houston Cole Library Policy**).

Subject Specialists are expected to assist patrons with the mechanical usage and supply needs of the library's photocopy and reader/printer machines. Copyright adherence is the responsiblity of the individual patron.

G. **Referrals to Other Libraries and Services:**

It is the policy of the Houston Cole Library to make referrals to other libraries or resources when information or material is unavailable from our library. If possible the Subject Specialist should verify that another institution has the requested information or materials before informing the patron to seek help outside the library. Consultation with other Subject Specialists before making a referral is encouraged.

H. **Inquiries for Pre-Order, On Order, and In-Process Materials:**

When patrons request materials that are not physically in the Library, or have not been processed and cataloged, the Subject Specialist should first ascertain if other available items can fulfill the patron's informational needs. If the requested material proves to be unique or of such a timely nature that it best serves the patrons needs, the following procedures should be done:

1. **Pre-Order Materials:**

The patron should fill out an **Unprocessed Materials Request Form**. The librarian should verify that the control number and the bibliographic information is correct. Forward form to the Circulation Desk for

disposition (the Circulation Desk will forward form to Technical Services; after the item is ordered and has arrived and been catalogued, it will be routed to Circulation Desk where the staff will notify the patron that the requested material is ready to be checked-out).

2. **On-Order Materials:**

The patron should fill out an **Unprocessed Materials Request Form**. The librarian should verify that the control number and the bibliographic information is correct. Forward form to the Circulation Desk for disposition (same as above).

3. **In-Process Materials:**

Again, remember to ascertain if the item is the only available material on the subject. If it is unique or timely direct the patron to Technical Services (Cataloging) for assistance. At night or on the weekend have the patron fill out an **Unproceesed Materials Request Form**. Verify that the control number and bibliographic information is correct. Forward form to the Circulation Desk for disposition.

I. **Telephone Reference:**

Telephone Reference Service is encouraged, however, assistance to patrons physically in the building has priority to telephone queries. If confronted with a reference telephone query while engaged in reference assistance to a patron it is best to take a brief message and phone number and respond when it is more convenient.

J. **Library Users:**

The instructional, informational, and pedagogical needs of the Library's patrons are the primary responsiblity and priority of Reference Services. Courtesty, accuracy, and timeliness are the responsibility of all Subject Specialists.

K. **Faculty Liaison:**

An important component of the Subject Specialists' duties is Faculty Liaison. This component includes direct contact with the specialist's respective academic departments and individual faculty to promote awareness of library programs, collections, and services. Among the most important areas are cooperative planning and development of collections, formal and informal bibliographic instruction, and reference services.

CATALOGING POLICY

The Cataloging Department of the Houston Cole Library is the administrative unit of the library which catalogs and classifies materials. In addition to these primary duties, it performs accessioning, physical processing, monographic binding and rebinding, in-house repair and mending, barcoding, retrospective conversion, and recataloging duties.

I. Cataloging Standards:

In order to make the cataloging of individual items as inexpensive and expeditious as possible, and recognizing that conforming to national standards is essential for any library in a shared cataloging environment, the Cataloging Department follows Library of Congress practice whenever it can be ascertained. AACR2 and the Library of Congress' interpretations of AACR2 are followed. However, if OCLC practice conflicts with LC interpretations, OCLC practice is followed.

AACR2 third-level of description is used for all record input into OCLC. The department attempts to edit NOTIS records to reflect full-level AACR2 description. However, the individual Cataloger may determine if such editing is of sufficient value to justify the effort expended. Minimal-level cataloging (Level 1) is acceptable for items input into the Notis system only. The MARC holdings record is edited to reflect third-level description.

The JSU Cataloging Department recognizes the contractual and ethical obligations of the Library to OCLC, and through OCLC to the national and international library community. Inputting bibliographic data into OCLC at Level 1 is a part of this obligation. The OCLC guideline "When to Input a New Record" is followed. Conservatism is exercised in deciding if a new record is to be input. In transcribing pre-AACR2 copy from the **National Union Catalog**, AACR2 is applied except for the choice of main entry.

The LC classification schedules and their updates are followed for all current cataloging and recataloging. Generally we do not reclassify **en masse** to reflect changes in the schedules. If an item is classed correctly and there is no alternate classification number (i.e. bibliographies and PZ's), it will not be reclassed at the request of the Subject Specialist. If the actual location is at variance with the classification, a note will be added to the copy holdings screen.

Authority work is done at the time of cataloging. LC authority practice is followed if available. Local authority records are input into the NOTIS system. AACR2 and MARC authority format are followed. The following is a list of the aids utilized by the Cataloging Department:

A. **Anglo-American Cataloging Rules**, 2nd edition, 1988 revision

B. **Library of Congress Rule Interpretations**

C. **Library of Congress Cataloging Service Bulletin**

D. **US MARC Bibliographic Format** (3 vols.)

E. **US MARC Authority Format**

F. **US MARC Holdings Format**

G. **Library of Congress Subject Headings**

I. **Library of Congress Subject Cataloging Manual: Subject Headings**

J. **Library of Congress Subject Cataloging: Shelflisting**

K. **Library of Congress Classification Schedules**

L. **OCLC Bibliographic Formats and Standards**

M. **OCLC Technical Bulletins**

N. **NOTIS User's Guide: Cataloging and Authorities**

O. **Library of Congress National Union Catalog**

II. **Location Codes:**

The assignment of location codes is largely predetermined by the physical format of the item and by the **Houston Cole Library Collection Management and Development Policy**. For the following formats additional criteria when assigning location codes include:

A. **Juvenile Material:**

The intellectual level in the fixed field as determined by the Library of Congress is given primary consideration; however the Cataloger can decide, based on the needs of the University community and/or with the consultation of the Subject Specialist to change the intellectual level. Items at the senior high school

level, titles with extensive critical commentary, and abridgements of adult material can be placed in the general collection.

B. **Kit:**

Items in more than one physical format are designated as "Kit." The exception is an entity consisting of a book and software. If a book is a handbook to the software and is subordinate to it, the entity is designated "Software." If the book can be used separately, the entity is designated "Kit."

C. **Reference:**

The **ALA GLossary of Library and Information Science** (1981) defines a reference book as a "book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively." The Subject Specialist will be consulted if there is a question regarding a book's designation as "Reference." A "Location Designation Enquiry Form" will be attached to the book in question and sent to the appropriate Subject Specialist for review and disposition.

D. **Latest Edition:**

This designation applies to open entries only. The Subject Specialist will be consulted to determine if a title is to be so designated. Again the "Location Designation Enquiry Form" will be filled out by the Subject Specialist to indicate disposition of open entries in question.

E. **Periodicals:**

Materials which are received at least twice a year and which consist mostly of reading matter generally are designated "periodicals." Bibliographies, indices, and abstracts which are issued periodically, are to be designated "Reference." No attempt will be made to reassign a reference location to the many exceptions to the policy. The manner of issuance takes precedence over the physical format. Exceptions to this are periodicals which are part of major microform collections when the entire collection does not consist of periodicals. The department does not follow the Library of Congress practice of creating separate bibliographic records for periodicals which are issued in different physical formats. The format is indicated on the holdings record. Reprints of periodicals are

designated "Periodical." Previously cataloged materials that are exceptions to this are recataloged.

F. **Rare Books:**

Since this designation removes a book from the circulating collection, this location should be used sparingly and assigned to books that are truly rare. To determine the rarity of an item, anyone who has relevant knowledge may be consulted.

G. **Textbooks:**

This location is assigned items intended for the use of students in elementary and secondary school education. These books are not purchased, but are gifts from the State of Alabama. Textbooks in more than one medium are designated "Kits."

III. **Cataloging Priorities:**

Items are processed and cataloged according to the following priorities:

A. Items for which there is an immediate and specific need.

B. Items which consist of material which will soon be out of date. (Strictly ephemeral material is placed in the Current Events Collection)

C. Added volumes and copies

D. Items for which Library of Congress cataloging is available.

E. Items for which member copy is available and LC copy is available for another edition.

F. Items for which member copy is available.

G. Items requiring original input with LC or member copy available for another edition.

H. Items requiring original input for which no like material is available through OCLC.

IV. **Reclassification:**

Materials that are sent to cataloging for mending, barcoding, retrospective conversion, etc., and are to be retained, are reclassed prior to returning to the

collections. Other reclassing is done as time permits and in consultation with the Subject Specialist.

PRESERVATION POLICY

Preservation is the Term used to describe measures taken to maintain the physical condition, currency, and completeness of the Library's collection. Preservation encompasses conservation, repair, restoration, replacement, deselection, and retention of materials in all formats.

Decisions regarding the preservation of materials are not the sole responsibility of any one person or department, but rather a joint effort among individual staff members and various departments.

I. Repair/Restoration:

Repair and restoration is generally the responsibility of the Cataloging Department. Binding procedures for materials not repairable in-house, but deemed worthy of retention, are the responsibility of the Serials Department.

II. Deselection/Replacement:

Deselection involves the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement involves the acquisition of materials previously held and deselected by the library. Primary responsibility for deselection/replacement decisions lies with the Subject Specialists. Teaching faculty will be consulted when appropriate.

A. Criteria for deselection/replacement:

1. Missing Materials:

Materials missing in inventory after four shelf inspections (four shelf inspections are conducted during one academic calendar year) will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and budget.

2. Physical Condition:

Materials deselected for reasons of poor condition will be replaced if they meet the selection criteria, are available, and budget permits. If replacement copy is unavailable for an item still needed for the collection, every effort should be made to preserve it.

3. **Obsolescence of Information:**

Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value should be deselected. This factor is particularly applicable in rapidly changing fields such as technology and the sciences.

4. **Multiple Copies:**

Excess multiple copies of seldom used titles should be deselected.

5. **Later Editions:**

Replacement by later editions depends on subject matter, circulation, length of time between editions, or extent of revision.

6. **Government Documents:**

Documents, except when superseded, must be retained for five years. Discarding will be done in accordance with the Government Printing Office Policy as stated in **Instructions to Depository Libraries**. Documents are replaced following standard selection criteria.

7. **Superseded Works:**

Works superseded or cumulated in more comprehensive publications should be deselected.

AUDIO-VISUAL CENTER POLICY

The Audio-Visual Center of the Houston Cole Library serves the media needs of Jacksonville State University. It is the goal of the Center to provide appropriate audio and visual support for University courses; Faculty, Administrative Staff, Support Staff, Student, or other University-related meetings held in campus facilities; and to provide such support for any other group gathering on our campus who should request the center's assistance.

The Audio-Visual Center also provides assistance with the creation of audio or visual materials for Faculty, Staff, or Students. This service includes, but is not limited to, original graphics for reports, publications, presentations, slides, overhead transparencies, audio productions, and tape duplication.

The Center maintains a collection of educational audio and visual material for use in conjunction with University courses. Suggestions for software selection, which directly impacts on course offerings, are actively sought from all JSU Faculty. Staff and Students may also request course-related materials. These materials are available for use within the Center facility by anyone and may be borrowed by any JSU Faculty, Administrative Staff, or Staff member for use elsewhere.

It is the policy of the Audio-Visual Center to abide by the United States Copyright Law and its regulations. Services will be refused to those patrons who make requests which will engage Center personnel in a copyright violation.

I. **Audio-Visual Equipment:**

A. Audio-Visual equipment will be provided for support of University courses, meetings, and other public functions held in University facilities. Requests for loan of equipment should be made as far ahead as possible to allow for scheduling of the desired equipment. A minimum of 24-hours advance notice is required to insure effective service.

B. Equipment will be provided to Faculty, Administrative Staff, and Staff upon their personal signature. This signature is their agreement to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide appropriate safe storage when it is not in use.

C. Audio-visual equipment will be provided for Student projects upon the personal request of the appropriate Faculty or Staff Group Sponsor. Equipment will be

delivered to, and signed for by, the requesting Faculty or Staff member only. Requests for pick-up by, or delivery to, students alone will not be honored.

D. Audio-visual equipment will be provided to non-university functions which meet in on-campus facilities. The leader of the function or their designated substitute will sign for each piece of requested equipment and will provide for its safe and proper use until it is returned to the Audio-Visual Center.

E. Center personnel will endeavor to insure that patrons understand and can effect proper operation of the loaned equipment.

F. Every effort will be made to provide patrons with equipment in good condition. Equipment in poor condition will not be loaned. Patrons will be required to provide for repair or replacement of equipment which is lost, stolen, or returned to the center in poor or non-operable condition (due to its misusage).

G. Equipment will be repaired by the Center in a timely fashion as parts or funds for repair by outside maintenance are made available.

H. Procurement of new, up-to-date equipment to enhance the Center's services to the University will occur as funds allow. Selection of new equipment will be made by the Director of Non-Print Media according to the following criteria:

1. Equipment which meets the educational or professional needs of the University.

2. Equipment of good construction to render long and effective service.

3. Equipment designed to be as multi-functional as possible, and still carry-out its primary tasks in an outstanding manner.

4. Equipment which is designed to be as easy to use as possible.

I. Old equipment, which is deemed no longer useful or non-repairable by the Director of Non-Print Media, will be sent to the University Warehouse as surplus.

II. **Audio-Visual Services:**

A. Personnel of the Audio-Visual Center will assist University patrons with the set-up and operation of equipment whenever possible.

B. A minimum of one-day's notice will be required for requests for equipment set-ups to allow for scheduling of equipment and personnel.

C. Emergency situations will be handled as required.

D. Center personnel will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise. Difficult problems should be referred to the Director of Non-Print Media.

E. The Director of Non-Print Media has the right to refuse services which will cause Center personnel to disobey current copyright laws, rules, or regulations.

III. **Teleconferences:**

A. Teleconference reception may be scheduled on a first-come, first-serve basis with the Audio-Visual Center.

B. Teleconference reception reservations scheduled through the Audio-Visual Center may be made by JSU Faculty, Administrative Staff, and Staff only. Reception reservations will be accepted from organizations outside the University after they have made room arrangements with the University Librarian's Office.

C. Room reservations for space on the eleventh floor Conference Center must be scheduled with the University Librarian's Office prior to scheduling with the Audio-Visual Center.

D. Room reservations for space in the Audio-Visual Center will be scheduled by the Director of Non-Print Media.

E. Room reservations for teleconference reception in the Audio-Visual Center will be restricted to University Students and Personnel.

F. Video recordings of teleconferences will be made if the request is accompanied by written permission to do so from the originator of the program (copyright holder) or their legal agent prior to the broadcast.

G. Duplicate recordings of a teleconference may be made if

one of the following criteria is met:

1. The request is accompanied by written permission for multiple copies from the copyright holder or their legal agent.

2. Permission for multiple copies of the program is contained within the program portion of the telecast.

H. A telephone for interactive conferences may be requested. Long distance charges to numbers other than WATS (800) numbers should be billed to the sponsoring department's account.

IV. **Criteria for Selection of Media:**

A. Material must meet the criteria for the discipline as outlined for non-print media in the **Houston Cole Library Collection Management and Development Policy**.

B. An effort will be made to select materials identified as areas of weakness in the non-print media collection.

C. Timeliness of the material

D. Material should not duplicate University holdings unless demand demonstrates a need for such duplication.

E. Faculty, Administrative Staff, Staff and Student requests for materials will be considered, however, priority will be given to materials which directly relate to or enhance JSU curriculum and programs.

F. Preference will be given to media published or produced in the English language. Media in other languages will be purchased when the choice of language is an integral part of a performance (i.e., music, opera, foreign film, or work works intended for use by the Department of Foreign Languages).

G. Local, regional, and state related materials will be purchased as funds permit.

H. Preference will be given, but not limited, to materials which have public performance rights.

I. Materials with favorable reviews in acceptable media.

J. Items that are cited in specialized bibliographies, discographies, or other lists and are produced in

acceptable media formats.

K. Manufacturers' reputation

L. In-house review of media

M. While priority is given to media which relate directly to University curriculum and programs, a selective number of media offerings may be purchased which cover remedial education, or the leisure entertainment needs of the University Community, as funds permit.

N. Multiple copies of media will be purchased when a change in media format is required.

V. **Media Formats Collected:**

Media formats are an ever growing and rapidly changing area. The Houston Cole Library Audio-Visual Center will attempt to collect materials in formats which are current in technology and may be reproduced on University equipment. Media formats which become obsolete may remain in the collection, but will be considered for new acquisitions.

A. **Audio Tapes:**

Audio tapes are acquired for all disciplines. Preference is given to cassette type media over reel-to-reel media, except when original master materials are available.

B. **Video Tapes:**

Video tapes are acquired for all disciplines. Preference is given for VHS format media over other tape formats.

C. **Optical Disks:**

Optical Disks, also known as, and including compact disks, CD's, or CD-ROM's, are collected for video, audio, and computer formats.

D. **Phonodisc Recordings:**

The phonodisc recording is currently considered an obsolete format. Preference is given to materials offered on other audio formats, however, phonodisc recordings will be purchased if no other option is available.

E. **16mm Film:**

16mm Film is considered an obsolete format. Preference is given to materials offered on video tape, however, film may be purchased if no other option is available and the value of the information on the film is considered extremely important to the collection.

F. **Filmstrips:**

Filmstrips are acquired on a selective basis and purchased at the request of teaching faculty for use in specific courses.

G. **Slides:**

Slides are acquired on a selective basis.

H. **8mm Film Loops:**

The 8mm film loop is considered an obsolete format. This format is no longer acquired.

I. **16mm Film Loops:**

The 16mm film loop is considered an obsolete format. This format is no longer acquired.

J. **Computer Software:**

Computer software is purchased on a selective basis in the following formats (disks may be supplied on single density, double density, or high density media):

1. MS-DOS (IBM Compatibles) - 5-1/4" disk
2. MS-DOS (IBM Compatibles) - 3-1/2" disk
3. Apple II, Apple IIe, and compatibles - 5 1/4" disk
4. Apple McIntosh and compatibles - 3 1/2" disk
5. 5 1/4" Optical Disk (CD-ROM), MS-DOS, or McIntosh readable

K. **Kits:**

Publications which contain mixed media are classified as kits and housed in the Audio-Visual Center. Kits are purchased usually by the Acquisitions Department on a selective basis, but may be purchased occasionally by the Audio-Visual Center.

L. **Works of Art:**

Art works are not collected except as photographs.

M. **Posters:**

Posters are not collected.

N. **Transparencies:**

Transparencies are collected on a selective basis.

O. **Duplicate Masters:**

Duplicate Masters are collected on a selective basis in various formats.

VI. **Replacement/Deselection of Media Materials:**

Media materials which are damaged beyond repair or lost may be replaced on a selective basis. Media materials that are held with multiple copies or contain obsolete or erroneous information and do not retain some historical, seminal, or research value may be deselected. Replacement/Deselection is dependent upon:

A. Expressed need of the teaching faculty or curriculum

B. Uniqueness of the material

C. Availability

D. Budget

E. Currency or accuracy of information

VII. **Gifts and Exchanges:**

The Audio-Visual Center will accept gifts of media, media equipment, or monetary gifts designated for the purchase of media or media equipment based on the following criteria:

A. Gifts of media or media equipment will be evaluated by the same standards that apply to new materials and equipment.

B. The Audio-Visual Center has the right to retain or dispose of gift materials at the discretion of the Director of Non-Print Media. All donors will be made aware of this provision prior to the acceptance of the gift.

C. Library personnel will not appraise gifts. Donors are responsible for locating independent parties to assist them in determining the value of their gifts.

D. Gift materials requiring continuing obligation beyond normal care and maintenance will not be accepted.

VIII. **Media Production:**

The Audio-Visual Center has limited production facilities. Media production projects will be accepted according to staff time and availability and equipment limitations. Patrons are expected to reimburse the Audio-Visual Center for the materials used.

IX. **Audio-Visual Center Circulation:**

Patron Classification	Format and Circulation Period		
	AV Material	Equipment	Video Tapes/Discs
Faculty	1 Year	1 Semester	7 Days
Administrative Staff	1 Year	1 Semester	7 Days
Staff	28 Days	1 Semester	7 Days
JSU Undergraduates	In-House	In-House	In-House
JSU Graduate Students	In-House	In-House	In-House
Retired Employees**	Same	Same	Same
Spouses & Dependents	In-House	In-House	In-House
Non-Affiliated Patrons	In-House	In-House	In-House
ROTC Staff	28 Days	1 Semester	7 Days
Alumni	In-House	In-House	In-House
Friends	In-House	In-House	In-House
Gadsden State Employees & Students	In-House	In-House	In-House
Special Seminar Students	In-House	In-House	In-House
Police Academy Staff	28 Days	1 Semester	7 Days
Police Academy Students	In-House	In-House	In-House
Library Card Holders	In-House	In-House	In-House
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

Patron Classification	Format and Circulation Period		
	Recordings	Audio Tapes	CD's
Faculty	1 Year	1 Year	1 Year
Administrative Staff	1 Year	1 Year	1 Year
Staff	28 Days	28 Days	28 Days
JSU Undergraduates	In-House	In-House	In-House
JSU Graduate Students	In-House	In-House	In-House
Retired Employees**	Same	Same	Same
Spouses & Dependents	In-House	In-House	In-House
Non-Affiliated Patrons	In-House	In-House	In-House
ROTC Staff	28 Days	28 Days	28 Days

Patron Classification	Format and Circulation Period		
	Recordings	Audio Tapes	CD's
Alumni	In-House	In-House	In-House
Friends	In-House	In-House	In-House
Gadsden State Employees & Students	In-House	In-House	In-House
Special Seminar Students	In-House	In-House	In-House
Police Academy Staff	28 Days	28 Days	28 Days
Police Academy Students	In-House	In-House	In-House
Library Card Holders	In-House	In-House	In-House
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

** Retired Employees retain same circulation status, as when they were actively employed.

LIBRARY HANDICAPPED POLICY

The Houston Cole Library makes every reasonable effort to live up to the spirit of the Americans with Disabilities Act by its programs with regard to Library Accessibilty, Employment, Public Accomodations, and Auxiliary Aids and Services. Specific programs included:

I. **Accessibility:**

The Houston Cole Library makes every reasonable effort to provide its disabled patrons with accessibilty to its collections and services. When this is impossible, library staff members will be made available to assist the patron. If a disabled patron needs this service they should go to the Circulation Desk and request assistance.

II. **Employment:**

As an Equal Employment Opportunity participant Jacksonville State Univerity Personnel Department oversees Library employment practices.

III. **Public Accomodations:**

The Houston Cole Library's Public Accomodations meet the requirements for disabled persons.

IV. **Auxiliary Aids and Services:**

Handicapped and Disabled Auxiliary Aids and Services is coordinated at Jacksonville State University by the Disabled Student Services Department.

V. **ADA Coordinator:**

The University Librarian appoints an ADA Coordinator to oversee handicapped patron's library needs and concerns.

MUSIC LISTENING ROOM POLICY

The Houston Cole Library Music Listening Room houses the majority of the University's musical albums, tapes, and audio CD's. In addition to providing the University Community with a laboratory environment in which to listen to these media, it circulates musical tapes, albums, and CD's to its patrons.

I. **Staffing and Hours of Operation:**

The Music Listening Room is open during regular library hours.

II. **Equipment:**

The Music Listening Room houses turntables, cassette players, and CD players for in-house use by library patrons.

A. Every effort will be made to provide patrons with equipment in good condition. Patrons will be required to provide for repair or replacement of any equipment or parts damaged or destroyed during usage.

III. **Listening Assignments:**

A. Faculty may place records, cassettes, CD's, tests, and worksheets on reserve in the Music Listening Room for in-house use by their students.

B. Students listening to assignments have priority for usage of equipment.

C. When equipment is not in use for class assignments, any patron can use the stereo equipment to listen to library material or their own personal material.

IV. **Copying:**

The Houston Cole Library Music Listening Room adheres to the copyright laws of the United States. The following polices governing copying are strictly observed by the Music Listening Room staff:

A. **Faculty Copy Requests:**

Faculty may request copies of albums, tapes, or CD's or portions of an albums, tapes, or CD's for educational purposes once a semester. The Music Listening Room Staff requires at least one day's notice to duplicate the material and process the request.

B. **Patron Requests for Portions of Copyrighted Works:**

Patrons may request a copy of portions of an album, tape, or CD if:

1. The copy becomes the property of the user, and the library has no knowledge that it will be used for any purpose other than private study, scholarship, or research.

2. The library displays **prominently** the "Warning Concerning Copyright Restrictions" statement at the Music Listening Room desk. Requests for copies of portions of albums, tapes, or CD's are accepted at the desk and include on the request form the same "Warning Concerning Copyright Restrictions" statement, which will be signed by the patron.

3. A recording may be duplicated once a semester.

C. **Patron Requests for Entire Copyrighted Works:**

Patrons may request a copy of an **entire** work if the library has first determined that a copy cannot be obtained at a fair price; and if:

1. The copy becomes the property of the user.

2. The library displays **prominently** the "Warning Concerning Copyright Restrictions" statement at the place where orders are accepted, and includes on the order form the same "Warning Concerning Copyright Restrictions" statement.

3. A recording may be duplicated once a semester.

D. **Replacement of Damaged, Deteriorated, Lost, or Stolen Materials:**

Damaged, Deteriorated, lost, or stolen albums, tapes, or CD's will be replaced, if obtainable. The following procedures will be followed to ascertain the availability of replacements and the handling of original copy:

1. Replacement orders will always require searching commonly known trade sources in the United States, and in unusual situations, to the publisher, to the copyright owner, or to other authorized reproduction sources.

2. If a replacement can be secured the damaged or

deteriorated album, tape, or CD will be withdrawn.

V. **Procedures for Requesting Copies:**

A. A separate order form must be filled out for each item desired. Order forms are available in the sixth floor Music Listening Room. Telephone requests will be accepted at the discretion of the Music Listening Room Staff. All order forms must be signed by the patron, or, in the case of a telephone request, acknowledged after the "Warning Concerning Copyright Restrictions" statement is read in full to them by the staff member.

B. Each order form must be filled out completely, including full bibliographic information to the entire recording or portion of the recording requested (i.e., record number, performer, movement, etc.).

C. When requesting a copy of a recording, the patron will assume all costs for tapes or other materials required.

VI. **Circulation:**

A. Faculty, Administrative Staff, and Staff are allowed to check-out albums, tapes, and CDs for 7 days. Items may be renewed.

B. Students and others may check-out non-reserve taped duplicates for 7 days. Items may be renewed.

C. Any items checked-out more than two weeks are subject to recall if another patron requests the recording.

Patron Classification	Format and Circulation Period		
	Albums	Tapes	CD's
Faculty	7 Days	7 Days	7 Days
Administrative Staff	7 Days	7 Days	7 Days
Staff	7 Days	7 Days	7 Days
JSU Undergraduates	N/A	7 Days	N/A
JSU Graduate Students	N/A	7 Days	N/A
Retired Employees**	7 Days	7 Days	7 Days
Spouses & Dependents	N/A	7 Days	N/A
Non-Affiliated Patrons	N/A	7 Days	N/A
Alumni	N/A	7 Days	N/A
ROTC Staff	7 Days	7 Days	7 Days
Friends	N/A	7 Days	N/A
Gadsden State Employees & Students	N/A	7 Days	N/A
Special Seminar Students	N/A	7 Days	N/A

Police Academy Staff	7 Days	7 Days	7 Days
Police Academy Students	N/A	7 Days	N/A
Library Card Holders	N/A	7 Days	N/A
ILL	N/A	N/A	N/A
Bindery	N/A	N/A	N/A

** Retired Employees retain the same circulation status as that of when they were employed.

LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION POLICY

The Houston Cole Library provides both Library Orientation and Bibliographic Instruction to its patrons. Library Orientation is defined as an informational service to a group or an individual designed to introduce new or potential library patrons to the facilities, organization, and services of a particular library. Bibliographic Instruction is defined as an informational service to a group or an individual designed to teach the library patron how to locate appropriate information in an effective, efficient, and timely manner. The essential goal of this service is for the patron to gain an understanding of the organization of the library and its collections. To teach the patron to use selected reference and other library resources and to locate specifically needed information. In addition, bibliographic instruction may cover the organization and structure of the literature and the research methodology appropriate for a specific discipline.

It is the policy of the Houston Cole Library to offer Library Orientation and Bibliographic Instruction to all patrons, classes, or groups that request the service, if the request is done in a timely manner and a librarian is available at that time.

I. **Bibliographic Instruction Office:**

The Houston Cole Library has a Bibliographic Instruction Office which coordinates all Library Orientation and Bibliographic Instruction. All requests for these services should be routed through this office. The Bibliographic Instruction Librarian will obtain all germane information (date, time, number of participants, subject, special instructions or interests, teacher) and forward the requested service to the appropriate Librarian to conduct the class or tour.

II. **Library Freshmen English Program:**

In addition to general and specialized Library Orientation and Bibliographic Instruction the office coordinates the Library Freshmen English Program with the individual English Instructors. Again, the Bibliographic Instruction Librarian will obtain all germane information and forward the class date, time, number of students, and instructor's name to the appropriate Librarian.

III. **Subject Specialists:**

Often, because of their unique relationship with the various University Teaching Departments and their Instructors the initial contact for a Bibliographic

Instruction class will be made with one of the Subject Specialists. When this occurs the Subject Specialist should forward the germane information about the class to the Bibliographic Instruction Librarian. This will ensure proper statistical data on all Library Bibliographic Instruction endeavors are reported.

IV. **Bibliographic Instruction Committee:**

This committee meets with the Bibliographic Instruction Librarian to help promote the Library's Orientation and Bibliographic Instruction Service. In addition, it reviews the programs' pedagogical methodology and instructional aids to make recommendations and incorporate revisions to enhance the program.

APPENDIX A

WARNINGS OF COPYRIGHT RESTRICTIONS FOR LIBRARIES AND ARCHIVES*

I. **Definition:**

A. A **Display Warning of Copyright** is a notice under paragraphs (d)(2) and (e)(2) of Section 108 of Title 17 of the United States Code as amended by Public Law 94-553. As required by those sections the "Display Warning of Copyright" is to be displayed at the place where orders for copies or phonorecords are accepted by certain libraries and archives.

B. An **Order Warning of Copyright** is a notice under paragraphs (d)(2) and (e)(2) of Section 108 of Title 17 of the United State Code as amended by Public Law 94-553. As required by those sections the "Order Warning of Copyright" is to be included on printed forms supplied by certain libraries and archives and used by their patrons for ordering copies or phonorecords.

II. **Contents:**

A "Display Warning of Copyright" and an "Order Warning of Copyright" shall consist of a verbatim reproduction of the following notice, printed in such size and form of and displayed in such manner as to comply with paragraph (c) of this section:

> The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
>
> Under certain conditions specified in law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
>
> This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

*Reprinted from **Code of Federal Regulations**, July 1, 1992

III. **Form and Manner of Use:**

A. "Display Warning of Copyright" shall be printed on heavy paper or other durable material at least 18 points in size, and shall be displayed prominently, in such manner and location as to be clearly visible, legible, and comprehensible to a casual observer within the immediate vicinity of the place where orders are accepted.

B. An "Order Warning of Copyright" shall be printed within a box located prominently on the order form itself, either on the front side of the form or immediately adjacent to the space calling for the name or signature of the person using the form. The notice shall be printed in type size no smaller than that used predominantly throughout the and in no case shall the type size be smaller than 8 points. The notice shall be printed in such manner as to be clearly legible, comprehensible, and readily apparent to a casual reader of the form.

(Public Law 94-553; United States Code 108, 702)
[42 FR 59265, November 16, 1977]

SAMPLE ILL FORM
FRONT

Interlibrary Loan Request
Jacksonville State University Library

Name_____ Date_____ Dept._____
Please type or print

Address for notification_____ Fac.____ Grad Stud.____

Phones: Campus_____ Home_____ Name of Major prof._____

BOOK REQUEST:
AUTHOR_____
TITLE_____
EDITION, DATE, OR PLACE_____
ISBN_____ OCLC #_____

PERIODICAL ARTICLE REQUEST:
TITLE OF PERIODICAL_____
AUTHOR OF ARTICLE_____
TITLE OF ARTICLE_____
VOL._____ PAGES_____ YEAR_____

NOTE: Most libraries will send a photocopy of a periodical article rather than the original. What is the maximum amount you are willing to pay?_____

PLEASE READ THE BACK OF THIS FORM!!!

Rec'd._____ Due_____ Ret'd._____ Renewed_____

Do Not Write In This Space

Library_____

SAMPLE ILL FORM
VERSO

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproductions is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if in its judgement, fulfullment of the order would involve violation of copyright law.

N.B.
I, the undersigned, agree to assume all charges incurred, even if the requested ILL item arrives after the time I need it or my research is completed. In addition, I have read the warning concerning Copyright Restrictions.

Signature_____

MUSIC LISTENING ROOM
COPY REQUEST FORM

Call Number M_____

Composer _____

Work _____

Opus # or Other Identifier_____

Record Label_____ Serial # _____

Copyrighted recordings cannot be recorded in their entirety.

Which parts do you need? _____
Blank Tape Quality Desired:

Voice $1.00 _____ High Bias $2.50_____ Requestor Supplied _____

COPYRIGHT WARNING

The copyright law of the United States (Title 17, United States Code.)governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Name:_____ ID #:_____

Address:_____ Phone #:_____

Signature_____ Date_____

DO NOT WRITE BELOW -- LIBRARY USE ONLY

Is recording in-print? ____ Amount Collected _____ Date _____

BEST COPY AVAILABLE

APPENDIX B

GOVERNMENT DEPOSITORY LIBRARIES

Section I.—Overview

AUTHORIZATION

To help fulfill its responsibility to inform the public on the policies and programs of the Federal Government, Congress established the Depository Library Program. This program is based upon three principles: 1) with certain specified exceptions, all government publications shall be made available to depository libraries; 2) depository libraries shall be located in each State and congressional district in order to make government publications widely available; and 3) these government publications shall be available for the free use of the general public.

Chapter 19 of title 44 of the U.S. Code is the authority for the establishment and operation of the depository program. Pertinent sections of title 44 and the U.S. Statutes at Large affecting this program are reprinted in Section V of this publication.

In several instances, there are three or more depository libraries in the same congressional district, all designated by Representatives, due to redistricting after each decennial census. As of October 1988, 1,394 libraries have accepted designation as depositories.

Before an additional depository may be designated in a congressional district or Puerto Rico by a Representative or the Resident Commissioner, a certified statement justifying the need for an additional depository must be provided by the head of the library to be designated. This justification must be signed by the head of every existing depository within the congressional district or Puerto Rico, or by the head of the library authority of the State or Puerto Rico. A similar justification is required in the case of a senatorial designation when the Senator or his predecessor has already designated an existing depository.

TYPES OF LIBRARIES DESIGNATED

The provisions of title 44 provide authorization for the following libraries to be designated as depositories:

2 libraries for each congressional district to be designated by the Representative from that district (or at large in the case of undistricted States)	870
2 libraries to be designated in any part of the State by each Senator	200
2 libraries to be designated by the Resident Commissioner from Puerto Rico	2
2 libraries to be designated by the Mayor of the District of Columbia	2
1 library to be designated by the Governor of American Samoa	1
1 library to be designated by the Governor of Guam	1
2 libraries to be designated by the Governor of the Virgin Islands (1 on the island of St. Thomas and 1 on the island of St. Croix)	2
Highest State Appellate Court Libraries	55
State Libraries	50
Libraries of the land-grant colleges	72
Libraries of the executive departments in Washington	13
Libraries of the independent agencies and of major bureaus and divisions of departments and agencies	125
Libraries of the U.S. Air Force, Coast Guard, Merchant Marine, Military, and Naval Academies	5
Law School Libraries	175

In addition, the following libraries were designated by special legislation:

American Antiquarian Society Library, Worcester, Mass	1
The Public Library of the District of Columbia	1

REGIONAL DEPOSITORIES

The 1962 amendments to the law provided for the designation of not more than two libraries in each State and the Commonwealth of Puerto Rico to be regional depositories. Such designations may be made by the Senators from the States and the Resident Commissioner of Puerto Rico.

Libraries designated to be regional depositories must already be designated depositories.

Designation as a regional depository requires prior approval of the head of the library authority of the State or the Commonwealth of Puerto Rico.

Regionals assume the responsibility of retaining depository material permanently and of providing inter-library loan and reference service in the region served. Regionals also provide assistance to selective depositories in the disposal of unwanted material. Regionals are encouraged to add the unwanted material to their own collections so citizens will be able to access a copy of all Federal publications in the libraries in their own region.

DISCONTINUANCE OF DEPOSITORY DESIGNATION

Once a library has been designated a depository, it cannot be dropped from the program and another library designated in its place upon the election of a new Member of Congress. It remains a depository until it ceases to exist or vacates the privilege at its own request (sec. 5, Sundry Civil Act, approved June 23, 1913, 38 Stat. 75, as amended). It can, however be removed from depository status by the Superintendent of Documents for failure to abide by the laws governing the depository program (44 U.S.C. 1910, Oct. 22, 1968, 82 Stat. 1286).

GOVERNMENT PUBLICATION SELECTION PROCEDURES

Depository libraries are authorized to receive "Government publications except those determined by their issuing components to be required for official use only, or for strictly administrative or operational purposes which have no public interest or educational value, and publications classified for reasons of national security." Section 1903 of title 44 provides exemptions for "so called cooperative publications which must necessarily be sold in order to be self-sustaining." These are primarily certain publications of the Library of Congress and the National Technical Information Service.

A list of the series and groups of Government publications available for distribution is furnished to all depositories for their use in making selections. This list of classes is revised as new series are published by existing agencies, or new agencies are established in order to permit depositories to select from the new material. A library number is assigned to each library by the Superintendent of Documents at the Government Printing Office so that the selecting library will receive the publications chosen.

Publications are supplied to libraries in both paper and microform formats. The possibility of supplying information in electronic format is being explored by the Joint Committee on Printing.

The annual appropriations act for the Government Printing Office beginning with July 1, 1922, provides that no part of the sum appropriated shall be used to supply depository libraries with any publications not requested by such libraries, and that such request must be made in advance of printing.

DISPOSAL OF GOVERNMENT PUBLICATIONS BY DEPOSITORIES

The law requires that the publications received by the depository libraries be retained permanently. "Depository libraries not served by a regional depository library, or that are regional depository libraries themselves shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form which may be discarded as authorized by the Superintendent of Documents."

Libraries served by a regional depository may withdraw from circulation publications retained for a period of at least five years after securing permission from the regional library and after "offering them to other depository libraries within their area and then to other libraries".

Depository libraries within executive departments and independent agencies of the Federal Government are authorized to dispose of unwanted Government publications after first offering them to the Library of Congress and the National Archives.

Depository libraries at State Appellate Courts may dispose of unwanted Government publications after offering them to the designated regional depository. If the State is not served by a designated regional depository, publications should be offered to the State Librarian.

HISTORY OF EARLY LEGISLATION

Before the establishment of designated depositories, or any systematic methods for the distribution of public documents, special acts were passed at various times providing for the printing of a sufficient number of copies of the public journals of the Senate and House of Representatives for distribution to the executives of the several States and each branch of the State and territorial legislatures. Provision was also made at times for supplying these journals, the acts, and sometimes the documents and reports, to each university and college incorporated in each State, as well as to the incorporated historical societies throughout the country.

During the 13th Congress, second session, December 27, 1813, a resolution was adopted embodying these provisions which had previously been covered by special legislation. The resolution provided for the distribution of the 13th Congress documents, as well as for "every future Congress". The printing of documents for public distribution was limited to 200 copies over the "usual" number,

and of course this was more than sufficient for the needs of that early day.

By joint resolutions approved July 20, 1840, and April 30, 1844, the number of copies of journals and documents printed was increased.

A resolution of January 28, 1857, as amended by resolution of March 20, 1858, set up the framework of the present depository library system. By these provisions, the journals and documents which up to that time were deposited in the Library of Congress for distribution by the Librarian, and 250 copies of those delivered to the Department of State for distribution by that Department to colleges and other literary institutions, were transferred to the jurisdiction of the Secretary of the Interior "for distribution to such colleges, public libraries, atheneums, literary and scientific institutions, and boards of trade or public associations as may be designated to him by the Representative in Congress from each congressional district and by the Delegate from each Territory in the United States."

The following February, at the second session, 35th Congress (Feb. 5, 1859), an act was passed providing for "keeping, and distributing all public documents" (11 Stat. 379). This act charged the Secretary of the Interior with "receiving, arranging, safekeeping, and distribution" of public documents "of every nature," already or hereafter directed by law to be printed or purchased for the use of the Government, "except such as are for the special use of Congress or the executive departments." It also empowered him to remove from the Congressional Library and other places all accumulations of books, journals, etc., and appropriated $22,000 for the purpose. He was directed by the act to keep accurate statistics of the receipt and distribution of all books.

Section 5 of this act further amended the resolution of January 28, 1857, by providing for the designation of a library by each of the Senators, and directing that the distribution should be made first to such States as had not yet been covered by distribution, and that in the future the distribution should be kept equal in each congressional district and territory.

All books, maps, charts, etc., heretofore deposited in the Department of State were also turned over to the Secretary of the Interior.

On March 2, 1861, "An Act providing for keeping and distributing all Public Documents, and for other purposes" was passed. The first section of the 1861 law gave the Secretary of the Interior the right to decide which libraries would receive documents when there were insufficient copies for all libraries designated by Members of Congress.

This law also provided that libraries receiving documents from the 2nd session of the 35th Congress would be the same ones which received documents from the 1st session. The law continued "and in all cases hereafter the selection of an institution to receive the documents ordered to be published or procured at the first session of any Congress shall control the documents of the entire Congress, unless another designation be made before any distribution has taken place under the selection first made."

Upon the basis of these acts, the Revised Statutes were compiled, and chapter 7, sections 497 to 511, pages 82 to 85, contain all operative provisions reenacted at that time and superseding all former enactments.

No legislation can be found prior to that contained in the General Printing Act of January 12, 1895, affecting the State and territorial libraries, and it is thought that it became customary to send documents regularly to these libraries, under the discretionary powers vested in the Secretary of the Interior. This would account for their appearance on the depository list many years prior to 1895.

Section V.—Laws in Force Relating to Government Depository Libraries and Distribution, Binding, and Indexing of Public Documents

(Extract From Public Law 90-620)

90TH CONGRESS, H.R. 18612

October 22, 1968

To enact title 44, United States Code, "Public Printing and Documents," codifying the general and permanent laws relating to public printing and documents.

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Chapter 19—DEPOSITORY LIBRARY PROGRAM

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§ 1901. Definition of government publication

"Government publication" as used in this chapter, means informational matter which is published as an individual document at Government expense, or as required by law.

§ 1902. Availability of Government publications through Superintendent of Documents; lists of publications not ordered from Government Printing Office

Government publications, except those determined by their issuing components to be required for official use only for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security, shall be made available to depository libraries through the facilities of the Superintendent of Documents for public information. Each component of the Government shall furnish the Superintendent of Documents a list of such publications it issued during the previous month, that were obtained from sources other than the Government Printing Office.

§ 1903. Distribution of publications to depositories; notice to Government components; cost of printing and binding

Upon request of the Superintendent of Documents, components of the Government ordering the printing of publications shall either increase or decrease the number of copies of publications furnished for distribution to designated depository libraries and State libraries so that the number of copies delivered to the Superintendent of Documents is equal to the number of libraries on the list. The number thus delivered may not be restricted by any statutory limitation in force on August 9, 1962. Copies of publications furnished the Superintendent of Documents for distribution to designated depository libraries shall include—

the journals of the Senate and House of Representatives;

all publications, not confidential in character, printed upon the requisition of a congressional committee;

Senate and House public bills and resolutions; and

reports on private bills, concurrent or simple resolutions;

but not so-called cooperative publications which must necessarily be sold in order to be self-sustaining.

The Superintendent of Documents shall currently inform the components of the Government ordering printing of publications as to the number of copies of their publications required for distribution to depository libraries. The cost of printing and binding those publications distributed to depository libraries obtained elsewhere than from the Government Printing Office, shall be borne by components of the Government responsible for their issuance; those requisitioned from the Government Printing Office shall be charged to appropriations provided the Superintendent of Documents for that purpose.

§ 1904. Classified list of Government publications for selection by depositories

The Superintendent of Documents shall currently issue a classified list of Government publications in suitable form, containing annotations of contents and listed by item identification numbers to facilitate the selection of only those publications needed by depository libraries. The selected publications shall be distributed to depository libraries in accordance with regulations of the Superintendent of Documents, as long as they fulfill the conditions provided by law.

§ 1905. Distribution to depositories; designation of additional libraries; justification; authorization for certain designations

The Government publications selected from lists prepared by the Superintendent of Documents, and when requested from him, shall be distributed to depository libraries specifically designated by law and to libraries designated by Senators, Representatives, and the Resident Commissioner from Puerto Rico, by the Commissioner of the District of Columbia, and by the Governors of Guam, American Samoa, and the Virgin Islands, respectively. Additional libraries within areas served by Representatives or the Resident Commissioner from Puerto Rico, may be designated by them to receive Government publications to the extent that the total number of libraries designated by them does not exceed two within each area. Not more than two additional libraries within a State may be designated by each Senator from the State. Before an additional library within a State, congressional district or the Commonwealth of Puerto Rico is designated as a depository for Government publications, the head of that library shall furnish his Senator, Representative, or the Resident Commissioner from Puerto Rico, as the case may be, with justification of the necessity for the additional designation. The justification, which shall also include a certification as to the need for the additional depository library designation, shall be signed by the head of every existing depository library within the congressional district or the Commonwealth of Puerto Rico or by the head of the library authority of the State or the Commonwealth of Puerto Rico, within which the additional depository library is to be located. The justification for additional depository library designations shall be transmitted to the Superintendent of Documents by the Senator, Representative, or the Resident Commissioner from Puerto Rico, as the case may be. The Commissioner of the District of Columbia may designate two depository libraries in the District

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of Columbia, the Governor of Guam and the Governor of American Samoa may each designate one depository library in Guam and American Samoa, respectively, and the Governor of the Virgin Islands may designate one depository library on the island of Saint Thomas and one on the island of Saint Croix.

§ 1906. Land-grant colleges constituted depositories

Land-grant colleges are constituted depositories to receive Government publications subject to the depository laws.

§ 1907. Libraries of executive departments, service academies, and independent agencies constituted depositories; certifications of need; disposal of unwanted publications

The libraries of the executive departments, of the United States Military Academy, of the United States Naval Academy, of the United States Air Force Academy, of the United States Coast Guard Academy, and of the United States Merchant Marine Academy are designated depositories of Government publications. A depository library within each independent agency may be designated upon certification of need by the head of the independent agency to the Superintendent of Documents. Additional depository libraries within executive departments and independent agencies may be designated to receive Government publications to the extent that the number so designated does not exceed the number of major bureaus or divisions of the departments and independent agencies. These designations may be made only after certification by the head of each executive department or independent agency to the Superintendent of Documents as to the justifiable need for additional depository libraries. Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States.

§ 1908. American Antiquarian Society to receive certain publications

One copy of the public journals of the Senate and the House of Representatives, and of the documents published under the orders of the Senate and House of Representatives, respectively, shall be transmitted to the Executive of the Commonwealth of Massachusetts for the use and benefit of the American Antiquarian Society of the Commonwealth.

§ 1909. Requirements of depository libraries; reports on conditions; investigations; termination; replacement

Only a library able to provide custody and service for depository materials and located in an area where it can best serve the public need, and within an area not already adequately served by existing depository libraries may be designated by Senators, Representatives, the Resident Commissioner from Puerto Rico, the Commissioner of the District of Columbia, or the Governors of Guam, American Samoa, or the Virgin Islands as a depository of Government publications. The designated depository libraries shall report to the Superintendent of Documents at least every two years concerning their condition.

The Superintendent of Documents shall make firsthand investigation of conditions for which need is indicated and include the results of investigations in his annual report. When he ascertains that the number of books in a depository library is below ten thousand, other than Government publications, or it has ceased to be maintained so as to be accessible to the public, or that the Government publications which have been furnished the library have not been properly maintained, he shall delete the library from the list of depository libraries if the library fails to correct the unsatisfactory conditions within six months. The Representative or the Resident Commissioner from Puerto Rico in whose area the library is located or the Senator who made the designation, or a successor of the Senator, and, in the case of a library in the District of Columbia, the Commissioner of the District of Columbia, and, in the case of a library in Guam, American Samoa, or the Virgin Islands, the Governor shall be notified and shall then be authorized to designate another library within the area served by him, which shall meet the conditions herein required, but which may not be in excess of the number of depository libraries authorized by law within the State, district, territory, or the Commonwealth of Puerto Rico, as the case may be.

§ 1910. Designations of replacement depositories; limitations on numbers; conditions

The designation of a library to replace a depository library, other than a depository library specifically designated by law, may be made only within the limitations on total numbers specified by section 1905 of this title, and only when the library to be replaced ceases to exist, or when the library voluntarily relinquishes its depository status, or when the Superintendent of Documents determines that it no longer fulfills the conditions provided by law for depository libraries.

§ 1911. Free use of Government publications in depositories; disposal of unwanted publications

Depository libraries shall make Government publications available for the free use of the general public, and may dispose of them after retention for five years under section 1912 of this title, if the depository library is served by a regional depository library. Depository libraries not served by a regional depository library, or that are regional depository libraries themselves, shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form which may be discarded as authorized by the Superintendent of Documents.

§ 1912. Regional depositories; designations; functions; disposal of publications

Not more than two depository libraries in each State and the Commonwealth of Puerto Rico may be designated as regional depositories, and shall receive from the Superintendent of Documents copies of all new and revised Government publications authorized for distribution to depository libraries. Designation of regional depository libraries may be made by a Senator or the Resident Commissioner from Puerto Rico within the areas served by them, after approval by the head of the library authority of the State or the Commonwealth of Puerto Rico, as the case may be, who shall first ascertain from the head of the library to be so designated that the library will, in addition to fulfilling the requirements for depository libraries, retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents); and within the region served will provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications. The agreement to function as a regional depository library shall be transmitted to the Superintendent of Documents by the Senator or the Resident Commissioner from Puerto Rico when the designation is made.

The libraries designated as regional depositories may permit depository libraries, within the areas served by them, to dispose of Government publications which they have retained for five years after first offering them to other depository libraries within their area, then to other libraries.

§ 1913. Appropriations for supplying depository libraries; restriction

Appropriations available for the Office of Superintendent of Documents may not be used to supply depository libraries documents, books, or other printed matter not requested by them, and their requests shall be subject to approval by the Superintendent of Documents.

§ 1914. Implementation of depository library program by Public Printer

The Public Printer, with the approval of the Joint Committee on Printing, as provided by section 103 of this title, may use any measure he considers necessary for the economical and practical implementation of this chapter.

§ 1915. Highest State appellate court libraries as depository libraries

Upon the request of the highest appellate court of a State, the Public Printer is authorized to designate the library of that court as a depository library. The provisions of section 1911 of this title shall not apply to any library so designated.

(Added Pub. L. 92-368, August 10, 1972, 86 Stat. 507.)

§ 1916. Designation of libraries of accredited law schools as depository libraries

(a) Upon the request of any accredited law school, the Public Printer shall designate the library of such law school as a de-

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pository library. The Public Printer may not make such designation unless he determines that the library involved meets the requirements of this chapter, other than those requirements of the first undesignated paragraph of section 1909 of this title which relate to the location of such library.

(b) For purposes of this section, the term "accredited law school" means any law school which is accredited by a nationally recognized accrediting agency or association approved by the Commissioner of Education for such purpose or accredited by the highest appellate court of the State in which the law school is located.

(Added Pub. L. 95-261, April 17, 1978, 92 Stat. 199.)

DISTRICT OF COLUMBIA PUBLIC LIBRARY LAW

Chapter 243. An Act to designate the Public Library of the District of Columbia a public depository for governmental publications.—*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Public Library of the District of Columbia is hereby constituted a designated depository of government publications and the Superintendent of Documents shall supply to such library one copy of each such publication in the same form as supplied to other designated depositories.

(Added Pub. L. 78-153, September 28, 1943, 57 Stat. 568.)

Chapter 7—CONGRESSIONAL PRINTING AND BINDING

§ 701. "Usual number" of documents and reports; distribution of House and Senate documents and reports; binding; reports on private bills; number of copies printed; distribution

• • • • •

(c) Of the number printed, the Public Printer shall bind a sufficient number of copies for distribution as follows:

Of the House documents and reports, bound—to the Senate library, fifteen copies; to the Library of Congress, not to exceed one hundred and fifty copies, as provided by section 1718 of this title; to the House of Representatives library, fifteen copies; to the Superintendent of Documents, as many copies as are required for distribution to the State libraries and designated depositories.

Of the Senate documents and reports, bound—to the Senate library, fifteen copies, to the Library of Congress, copies as provided by sections 1718 and 1719 of this title; to the House of Representatives library, fifteen copies; to the Superintendent of Documents, as many copies as may be required for distribution to State libraries and designated depositories. In binding documents the Public Printer shall give precedence to those that are to be distributed to libraries and to designated depositories. But a State that may prefer to have its documents in unbound form, may do so by notifying the Superintendent of Documents to that effect prior to the convening of each Congress.

§ 719. Classification and numbering of publications ordered printed by Congress; designation of publications of departments; printing of committee hearings

Publications ordered printed by Congress, or either House, shall be in four series, namely:

one series of reports made by the committees of the Senate, to be known as Senate reports;

one series of reports made by the committees of the House of Representatives, to be known as House reports;

one series of documents other than reports of committees, the orders for printing which originate in the Senate, to be known as Senate documents, and

one series of documents other than committee reports, the orders for printing which originate in the House of Representatives, to be known as House documents.

The publications in each series shall be consecutively numbered, the numbers in each series continuing in unbroken sequence throughout the entire term of a Congress, but these provisions do not apply to the documents printed for the use of the Senate in executive session. Of the "usual number", the copies which are intended for distribution to State libraries and other designated depositories of annual or serial publications originating in or prepared by an executive department, bureau, office, commission, or board may not be numbered in the document or report series of either House of Congress, but shall be designated by title and bound as provided by section 738 of this title; and the departmental edition, if any, shall be printed concurrently with the "usual number". Hearings of committees may be printed as congressional documents only when specifically ordered by Congress or either House.

§ 738. Binding of publications for distribution to libraries

The Public Printer shall supply the Superintendent of Documents with sufficient copies of publications distributed in unbound form to be bound and distributed to the State libraries and other designated depositories for their permanent files. Every publication of sufficient size on any one subject shall be bound separately and receive the title suggested by the subject of the volume and the others shall be distributed in unbound form as soon as printed. The library edition as well as all other bound sets of congressional numbered documents and reports shall be arranged in volumes and bound in the manner directed by the Joint Committee on Printing.

Chapter 9—CONGRESSIONAL RECORD

§ 906. Congressional Record gratuitous copies; delivery; subscriptions

The Public Printer shall furnish the Congressional Record only as follows:

• • • • •

to the Superintendent of Documents, as many daily and bound copies as may be required for distribution to depository libraries.

• • • • •

Chapter 17—DISTRIBUTION AND SALE OF PUBLIC DOCUMENTS

§ 1710. Index of documents; number and distribution

The Superintendent of Documents, at the close of each regular session of Congress, shall prepare and publish a comprehensive index of public documents, upon a plan approved by the Joint Committee on Printing. The Public Printer shall, immediately upon its publication, deliver to him a copy of every document printed by the Government Printing Office. The head of each executive department, independent agency and establishment of the Government shall deliver to him a copy of every document issued or published by the department, bureau, or office not confidential in character. He shall also prepare and print in one volume a consolidated index of Congressional documents, and shall index single volumes of documents as the Joint Committee on Printing directs. Two thousand copies each of the comprehensive index and of the consolidated index shall be printed and bound in addition to the usual number, two hundred for the Senate, eight hundred for the House of Representatives and one thousand for distribution by the Superintendent of Documents. (Pub. L. 90-620, Oct. 22, 1968, 82 Stat. 1280.)

§ 1711. Catalog of Government publications

On the first day of each month the Superintendent of Documents shall prepare a catalog of Government publications which shall show the documents printed during the preceding month, where obtainable, and the price. Two thousand copies of the catalog shall be printed in pamphlet form for distribution. (Pub. L. 90-620, Oct. 22, 1968, 82 Stat. 1280.)

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APPENDIX C

CLOSING PROCEDURES

I. **30 Minutes Before Closing:**

Patrons in the building and those entering after this time are notified that the Library will be closing shortly.

A. **Circulation Desk Makes Announcement on PA System:**

"The Library will be closed in thirty minutes. Please begin making preparations to leave the Library."

II. **15 Minutes Before Closing:**

A. **Circulation Desk Makes Announcement on PA System:**

"The Library will be closed in ten minutes. Please **begin** to leave the building. Please bring all materials that you wish to check-out to the Circulation desk in the lobby **immediately**.

B. **Librarian on Duty:**

The Librarian on Duty begins at top floor of the building and works down closing floors one at a time, checking to see that the floors are clear, the lights are turned out, and the machines are turned off; or insures that there is a designated person responsible for clearing the floor and turning out the lights and turning off the machines.

III. **5 Minutes Before Closing:**

A. **Circulation Desk:**

1. Lock entrance doors

2. **Make Announcement on PA System:**

"The Library is now closed. Please leave the building **immediately**."

IV. **Closing Time:**

A. Librarian on Duty, Circulation Clerk, or Security Clerk walks to the parking lot area and observes windows in the Library to see that all lights are off. They should inform the person still in the building if they are not and one of the Librarians or Security Clerks should investigate.

B. Turn on door alarms

C. Check to see that all entrance doors are locked

APPENDIX D

INSTRUCTIONS ON ISSUING BORROWERS' CARDS AND MAKING PATRON RECORDS

I. **Jacksonville State University Alumni Association Members:**

Holders of valid alumni membership cards from Jacksonville State University have borrowing privileges. Their Alumni Association membership card may be used as a Special Permit card, but they must have an active patron record in the NOTIS system. If no currently valid record is in the system, create a patron record that contains the necessary address information and set the time of expiration at the time of the expiration of the Alumni Association membership. The date for those having life membership is 12/99. Alumni membership dues collected substitute for the fees when Special Permit cards are issued.

II. **Members of the Friends of the Houston Cole Library:**

Holders of valid membership in the Friends may use their membership cards as Special Permit cards. Create a patron record that expires at the same time as their Friends membership. Dues paid for membership in the Friends will substitute for fees due when Special Permit cards are issued.

IV. **Jacksonville State University Students Not Enrolled for Current Semester:**

Some students are enrolled for subsequent semesters, but not the current one. Verify that the person is pre-registered and then date the Special Permit card with the date they will be enrolled and validate their borrower's privileges until that date. No fees are due for issuance of this card.

V. **Gadsden State Community College Faculty/Staff or Students:**

Faculty/Staff or Students with valid current Gadsden State Community College identification cards may be extended Special Permit privileges without charges. Have them supply the information required on the application, verify their identification and address by a second source, such as a driver's license, and create a patron record to expire at the time of expiration of their Gadsden State Community College quarter's registration.

VI. **Special Seminar Students, Northeast Police Academy Staff, and ROTC Staff**

Participants in special seminars and staff members of the Northeast Alabama Police Academy and ROTC may be extended library privileges without charges. Special lists of these persons will be furnished from time to time. Patron records are to be created for them, to expire at the end of the seminar or class. Special permits are issued and dated at the end of the seminar class time.

VII. **Special Borrowers Card Holders:**

Encourage anyone wishing to get "Special Permit" privileges to do so by paying their Alumni Association dues or becoming a member of the Friends group. Membership in the Alumni Association will be handled by the Alumni Association and membership in the Friends will be handled by the Librarian's Office. Those not wishing to qualify by one of the above methods should meet the following criteria:

A. Be at least 18 years old

B. Have proof of local residency. (Calhoun or contiguous county) Not be a transient living temporarily in the area. Military personnel may not have an Alabama Driver's license. They may live on or off the post. One may call 848-3795, Military Personnel locator if there is a problem.

C. Fill out the application for a Special Permit card and sign the agreement on that form.

D. Pay the Special Permit Card fee. The fee is $6.00 for one year's privileges. The created patron record should expire one year from the date of its creation.

E. Not have a currently blocked patron record in the NOTIS system.

VIII. **Exceptions or Problems:**

When presented with a person or situation not covered by the above ask the Circulation Supervisor, Librarian on Duty, Director of Print Media, or University Librarian to guide your actions.

APPENDIX E

ONLINE DATABASE REFERENCE SERVICE SEARCH REQUEST

PLEASE READ THIS FORM BEFORE COMPLETING. CARE TAKEN NOW WILL FACILITATE THE SEARCH AND PRODUCE A MORE EFFECTIVE AND COST EFFICIENT SEARCH RESULT.

DATE_____DEPARTMENT _____
NAME_____STUDENT #_____
ADDRESS_____HOME PHONE_____
_____BUS. PHONE_____

PURPOSE OF SEARCH: DISSERTATION/THESIS____PERSONAL RESEARCH_____
COURSE RELATED____TERM PAPER____OTHER(Specify)_____
_____

SEARCH TOPIC: Describe the topic to be searched. List key words, concepts, or thesaurus descriptors. _____
_____
_____
_____

What printed Indexes or Abstracts have you consulted _____
_____

Do you have any available citations on your topic _____
_____

SCOPE OF SEARCH: Full Text____Bibliographic Citations_____
Abstracts_____Range of Years_____English Only_____
Comprehensive Search_____Few, Relevant Citations_____
Suggestions for Databases to be searched_____
_____

I am aware that no guarantee can be made as to the usefulness of the results of this search. The Maximum Cost acceptable to me:
$_____

Signature_____

PLEASE ARRANGE FOR PAYMENT AT THE TIME OF THE SEARCH

LIBRARY USE ONLY

_____

Searcher_____Faculty_____
Databases_____Staff_____
Search #_____Student_____
Other_____
(Please Specify)

SEARCH EVALUATION

Please answer the following questions to help us improve our service. When finished fold this form and drop in the suggestion box located at the Circulation Desk or send through Campus Mail addressed to the attention of the Online Coordinator, Library.

Date of Request_____ Date of Search_____

Searcher_____

Name_____

Subject(s)_____

User Status	Use of Service	Heard About Service From
___Faculty	___First Time	___Librarian
___Staff	___Second Time	___Instructor/Professor
___Graduate	___More Than Two Times	___Student
___Undergraduate		___Other_____
___Other_____		

Databases Searched	Citations Retrieved	# Of Relevant Citations
_____	___Under 10	___Highly Relevant
_____	___10-25	___Useful
_____	___25-50	___Mostly Irrelevant
_____	___50-100	___Off the Subject
_____	___Over 100	

Document Retrieval	Search Results From Bibliography
___Obtained in Cole Library	___Results Easy to Interpret
___Obtained Through ILL	___Difficult to Interpret -- Results Required Assistance
___Other_____	

Database Searcher's Assistance	Search Satisfaction
___Very Helpful	___Very Satisfied
___Helpful	___Somewhat Satisfied
___Not Very Helpful	___Dissatisfied
___Not At All Helpful	___Prefer Printed Indexes & Abstracts

Additional Comments & Suggestions_____

_____

_____

_____

APPENDIX F

UNPROCESSED MATERIALS REQUEST FORM

NAME: _____ DATE: _____

STUDENT ID #: _____ JSU P.O. BOX #: _____

TITLE OF MATERIALS NEEDED: _____

_____

_____

NOTIS TEMPORARY CONTROL NUMBER: _____

_____

REQUESTED MATERIAL WILL BE PROCESSED DURING THE NEXT NORMAL WORKING DAY. IT WILL BE HELD FOR YOU AT THE CIRCULATION DESK FOR THREE DAYS. NOTIFICATION WILL BE SENT TO YOUR JSU P.O. BOX.

THE LIBRARY MATERIALS THAT YOU REQUESTED ARE NOW AVAILABLE AT THE CIRCULATION DESK IN THE LIBRARY

LOCATION DESIGNATION ENQUIRY FORM

Open Entries:

1. ___ All editions in Reference
2. ___ All editions circulate
3. ___ All editions non-reference, non-circulating
4. ___ Library retains latest edition
5. ___ Latest edition in Reference
   - A. ___ Earlier editions circulate
   - B. ___ Earlier editions non-circulating
6. ___ Other -- Specify _____

Monographs:

1. ____ Reference
2. ____ Circulating
3. Non-reference, non-circulating

RETENTION OF WORN MATERIALS FORM

1. ___ Discard
2. ___ Replace with Added Copy
3. ___ Replace with Latest Edition
4. ___ Mend
5. ___ Rebind (Mending is not possible)
6. ___ Rebind (Mending is possible)
7. ___ Put in Box (Mending and Rebinding not possible, book out-of-print)

RECLASSIFICATION FORM

1. ___ Retain

2. ___ Discard

APPENDIX G

WELCOME TO HOUSTON COLE LIBRARY
WE'RE HERE TO HELP—PLEASE ASK

LIBRARY HOURS

Intersession and holiday hours will be posted.

Fall and Spring Semesters			May and Summer Semesters		
Monday–Thursday	7:30AM –	11:00PM	Monday–Thursday	7:30AM –	9:00PM
Friday	7:30AM –	4:30PM	Friday	7:30AM –	4:30PM
Saturday	9:00AM –	5:00PM	Saturday	9:00AM –	1:00PM
Sunday	3:00PM –	11:00PM	Sunday	5:00PM –	9:00PM

DIRECTORY

12th Floor	OBSERVATION DECK AND STUDY FLOOR			
11th Floor	CONFERENCE CENTER			
10th Floor	Copier	S,T,U,V,K	600's (ex. 610–619)	Technology, Home Economics Military Science, Law
9th Floor	Copier	Q,R	500's 610–619	Science, Nursing Medicine
8th Floor	College of Graduate Studies		University Librarian	
7th Floor	Copier	PQ thru PZ	800's	Literature
6th Floor	Copier	P thru PN M,N	400's 700's	Art, Music, Language, Literature
5th Floor	Copier	J–Juvenile, GV,L TC–Textbooks	370's	Education, Physical Education
4th Floor	Copier	H,J	300's (except 370)	Social Sciences, Business
3rd Floor	Copier	D,E,F,G (except GV)	900's	History, Geography
2nd Floor	Copier	A,B,C,Z Reserve Readings		General Works, Philosophy Library Science
Exit	Lobby	CIRCULATION DESK	Lobby	Exit
Ground Floor	TECHNICAL SERVICES AUDIO–VISUAL SERVICES		CENTER FOR INDIVIDUALIZED INSTRUCTION (CII)	

Access to the On–line Catalog is available at the reference desk on each floor.

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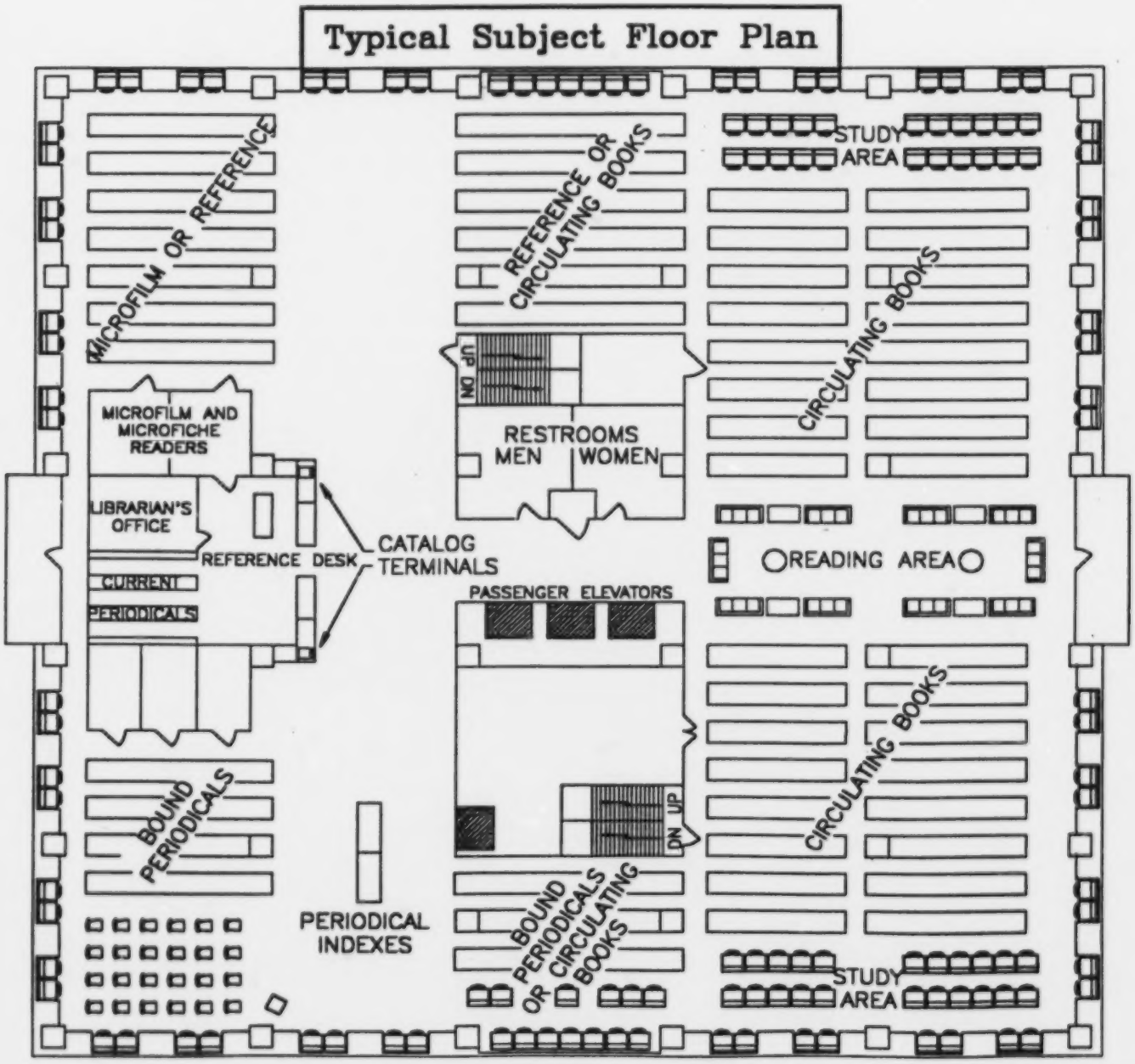
CHECKING OUT BOOKS Please present valid ID to check out books at the Circulation Desk in the lobby. Loan periods are: Students - 2 weeks (1 week in summer); Staff - 4 weeks; Faculty - the academic year. Books may be renewed and may be recalled. A fine of 5 cents a day is charged for overdue books. Reference books and periodicals do not circulate.

BILL AND FINE POLICY Overdue notices are sent on the 14th and 21st day after due dates. Materials not returned after two reminders are declared lost, fines are dropped, and a bill is sent for the cost of the material plus a $25.00 processing fee and a $3.00 service fee. If the lost material is found and returned, the service fee remains.

CURRENT PERIODICALS Unbound periodicals are kept at the information desk on each subject floor. Please ask for them on the appropriate subject floor.



APPENDIX H

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JACKSONVILLE STATE UNIVERSITY
Jacksonville, Alabama 36265

Houston Cole Library
Media Center

Telephone (205) 782-5251

AUDIO-VISUAL SERVICES

Hours: Monday through Thursday 7:30 A.M. to 4:40 P.M.
Friday 8:30 A.M. to 4:15 P.M.

Lending Services: Materials may be checked out by faculty and staff only. Students and others may use materials in the Media Center during regular business hours.

Audio tapes
Video tapes
Video disks
Compact Disks (musical recordings found in the 6th floor listening room)
Records - voice and elementary music
(musical recordings found in the 6th floor listening room)
16mm films
Filmstrips
Filmloops
Audio-visual kits
Computer software

Production Services: Available to faculty, staff and students.

Service		Cost
Transparencies	(Black on Clear)	$0.30 each
	(Black on Color)	$0.50 each
	(Color on Clear)	$0.50 each
Transparency Frames		$0.25 each
Slides 24/roll		$10.00/roll
	(no charge if patron provides film and processing)	
Flip chart paper	(pens NOT provided)	$11.00/pad
Dry Mounting		$0.25/Sq. foot
Lamination		$0.35/foot
Comb Binding	1"	$0.35
	3/4"	$0.25
	5/8"	$0.20
	1/2"	$0.20
	1/4"	$0.10
Audio tape duplication	60 min.	$0.86 each
	90 min.	$1.01 each
	NOTE: Foreign language tapes sold in sets only.	
Video tape duplication		$4.00 each
Film splicing		est./film
Posters and Banners		$0.10/sq. foot (or cost of materials)

THE MEDIA CENTER ABIDES BY U.S. COPYRIGHT LAWS AND REGULATIONS.

APPENDIX I

Public Law 101-336
101st Congress

An Act

To establish a clear and comprehensive prohibition of discrimination on the basis of disability.

July 26, 1990
[S. 933]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Americans with Disabilities Act of 1990.

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

42 USC 12101 note.

(a) SHORT TITLE.—This Act may be cited as the "Americans with Disabilities Act of 1990".

(b) TABLE OF CONTENTS.—The table of contents is as follows:

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Sec. 506. Technical assistance.
Sec. 507. Federal wilderness areas.
Sec. 508. Transvestites.
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Sec. 513. Alternative means of dispute resolution.
Sec. 514. Severability.

42 USC 12101.

SEC. 2. FINDINGS AND PURPOSES.

(a) FINDINGS.—The Congress finds that—

(1) some 43,000,000 Americans have one or more physical or mental disabilities, and this number is increasing as the population as a whole is growing older;

(2) historically, society has tended to isolate and segregate individuals with disabilities, and, despite some improvements, such forms of discrimination against individuals with disabilities continue to be a serious and pervasive social problem;

(3) discrimination against individuals with disabilities persists in such critical areas as employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public services;

(4) unlike individuals who have experienced discrimination on the basis of race, color, sex, national origin, religion, or age, individuals who have experienced discrimination on the basis of disability have often had no legal recourse to redress such discrimination;

(5) individuals with disabilities continually encounter various forms of discrimination, including outright intentional exclusion, the discriminatory effects of architectural, transportation, and communication barriers, overprotective rules and policies,

failure to make modifications to existing facilities and practices, exclusionary qualification standards and criteria, segregation, and relegation to lesser services, programs, activities, benefits, jobs, or other opportunities;

(6) census data, national polls, and other studies have documented that people with disabilities, as a group, occupy an inferior status in our society, and are severely disadvantaged socially, vocationally, economically, and educationally;

(7) individuals with disabilities are a discrete and insular minority who have been faced with restrictions and limitations, subjected to a history of purposeful unequal treatment, and relegated to a position of political powerlessness in our society, based on characteristics that are beyond the control of such individuals and resulting from stereotypic assumptions not truly indicative of the individual ability of such individuals to participate in, and contribute to, society;

(8) the Nation's proper goals regarding individuals with disabilities are to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for such individuals; and

(9) the continuing existence of unfair and unnecessary discrimination and prejudice denies people with disabilities the opportunity to compete on an equal basis and to pursue those opportunities for which our free society is justifiably famous, and costs the United States billions of dollars in unnecessary expenses resulting from dependency and nonproductivity.

(b) PURPOSE.—It is the purpose of this Act—

(1) to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities;

(2) to provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities;

(3) to ensure that the Federal Government plays a central role in enforcing the standards established in this Act on behalf of individuals with disabilities; and

(4) to invoke the sweep of congressional authority, including the power to enforce the fourteenth amendment and to regulate commerce, in order to address the major areas of discrimination faced day-to-day by people with disabilities.

SEC. 3. DEFINITIONS. 42 USC 12102.

As used in this Act:

(1) AUXILIARY AIDS AND SERVICES.—The term "auxiliary aids and services" includes—

(A) qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments;

(B) qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;

(C) acquisition or modification of equipment or devices; and

(D) other similar services and actions.

(2) DISABILITY.—The term "disability" means, with respect to an individual—

(A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment.

(3) STATE.—The term "State" means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands.

TITLE I—EMPLOYMENT

42 USC 12111.

SEC. 101. DEFINITIONS.

As used in this title:

(1) COMMISSION.—The term "Commission" means the Equal Employment Opportunity Commission established by section 705 of the Civil Rights Act of 1964 (42 U.S.C. 2000e–4).

(2) COVERED ENTITY.—The term "covered entity" means an employer, employment agency, labor organization, or joint labor-management committee.

(3) DIRECT THREAT.—The term "direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

(4) EMPLOYEE.—The term "employee" means an individual employed by an employer.

(5) EMPLOYER.—

(A) IN GENERAL.—The term "employer" means a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person, except that, for two years following the effective date of this title, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such person.

(B) EXCEPTIONS.—The term "employer" does not include—

(i) the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or

(ii) a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of the Internal Revenue Code of 1986.

(6) ILLEGAL USE OF DRUGS.—

(A) IN GENERAL.—The term "illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C. 812). Such term does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provisions of Federal law.

(B) DRUGS.—The term "drug" means a controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act.

(7) PERSON, ETC.—The terms "person", "labor organization", "employment agency", "commerce", and "industry affecting commerce", shall have the same meaning given such terms in section 701 of the Civil Rights Act of 1964 (42 U.S.C. 2000e).

(8) QUALIFIED INDIVIDUAL WITH A DISABILITY.—The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. For the purposes of this title, consideration shall be given to the employer's judgment as to what functions of a job are essential, and if an employer has prepared a written description before advertising or interviewing applicants for the job, this description shall be considered evidence of the essential functions of the job.

(9) REASONABLE ACCOMMODATION.—The term "reasonable accommodation" may include—

(A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and

(B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

(10) UNDUE HARDSHIP.—

(A) IN GENERAL.—The term "undue hardship" means an action requiring significant difficulty or expense, when considered in light of the factors set forth in subparagraph (B).

(B) FACTORS TO BE CONSIDERED.—In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include—

(i) the nature and cost of the accommodation needed under this Act;

(ii) the overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility;

(iii) the overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and

(iv) the type of operation or operations of the covered entity, including the composition, structure, and functions of the workforce of such entity; the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the covered entity.

SEC. 102. DISCRIMINATION. 42 USC 12112.

(a) GENERAL RULE.—No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compen-

sation, job training, and other terms, conditions, and privileges of employment.

(b) CONSTRUCTION.—As used in subsection (a), the term "discriminate" includes—

(1) limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of such applicant or employee because of the disability of such applicant or employee;

(2) participating in a contractual or other arrangement or relationship that has the effect of subjecting a covered entity's qualified applicant or employee with a disability to the discrimination prohibited by this title (such relationship includes a relationship with an employment or referral agency, labor union, an organization providing fringe benefits to an employee of the covered entity, or an organization providing training and apprenticeship programs);

(3) utilizing standards, criteria, or methods of administration—

(A) that have the effect of discrimination on the basis of disability; or

(B) that perpetuate the discrimination of others who are subject to common administrative control;

(4) excluding or otherwise denying equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association;

(5)(A) not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless such covered entity can demonstrate that the accommodation would impose an undue hardship on the operation of the business of such covered entity; or

(B) denying employment opportunities to a job applicant or employee who is an otherwise qualified individual with a disability, if such denial is based on the need of such covered entity to make reasonable accommodation to the physical or mental impairments of the employee or applicant;

(6) using qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities unless the standard, test or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and is consistent with business necessity; and

(7) failing to select and administer tests concerning employment in the most effective manner to ensure that, when such test is administered to a job applicant or employee who has a disability that impairs sensory, manual, or speaking skills, such test results accurately reflect the skills, aptitude, or whatever other factor of such applicant or employee that such test purports to measure, rather than reflecting the impaired sensory, manual, or speaking skills of such employee or applicant (except where such skills are the factors that the test purports to measure).

(c) MEDICAL EXAMINATIONS AND INQUIRIES.—

(1) IN GENERAL.—The prohibition against discrimination as referred to in subsection (a) shall include medical examinations and inquiries.

(2) PREEMPLOYMENT.—

(A) PROHIBITED EXAMINATION OR INQUIRY.—Except as provided in paragraph (3), a covered entity shall not conduct a medical examination or make inquiries of a job applicant as to whether such applicant is an individual with a disability or as to the nature or severity of such disability.

(B) ACCEPTABLE INQUIRY.—A covered entity may make preemployment inquiries into the ability of an applicant to perform job-related functions.

(3) EMPLOYMENT ENTRANCE EXAMINATION.—A covered entity may require a medical examination after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examination, if—

(A) all entering employees are subjected to such an examination regardless of disability;

(B) information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that—

(i) supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;

(ii) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and

(iii) government officials investigating compliance with this Act shall be provided relevant information on request; and

(C) the results of such examination are used only in accordance with this title.

(4) EXAMINATION AND INQUIRY.—

(A) PROHIBITED EXAMINATIONS AND INQUIRIES.—A covered entity shall not require a medical examination and shall not make inquiries of an employee as to whether such employee is an individual with a disability or as to the nature or severity of the disability, unless such examination or inquiry is shown to be job-related and consistent with business necessity.

(B) ACCEPTABLE EXAMINATIONS AND INQUIRIES.—A covered entity may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that work site. A covered entity may make inquiries into the ability of an employee to perform job-related functions.

(C) REQUIREMENT.—Information obtained under subparagraph (B) regarding the medical condition or history of any employee are subject to the requirements of subparagraphs (B) and (C) of paragraph (3).

SEC. 103. DEFENSES. 42 USC 12113.

(a) IN GENERAL.—It may be a defense to a charge of discrimination under this Act that an alleged application of qualification standards, tests, or selection criteria that screen out or tend to screen out or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity,

and such performance cannot be accomplished by reasonable accommodation, as required under this title.

(b) QUALIFICATION STANDARDS.—The term "qualification standards" may include a requirement that an individual shall not pose a direct threat to the health or safety of other individuals in the workplace.

(c) RELIGIOUS ENTITIES.—

(1) IN GENERAL.—This title shall not prohibit a religious corporation, association, educational institution, or society from giving preference in employment to individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.

(2) RELIGIOUS TENETS REQUIREMENT.—Under this title, a religious organization may require that all applicants and employees conform to the religious tenets of such organization.

(d) LIST OF INFECTIOUS AND COMMUNICABLE DISEASES.—

(1) IN GENERAL.—The Secretary of Health and Human Services, not later than 6 months after the date of enactment of this Act, shall—

(A) review all infectious and communicable diseases which may be transmitted through handling the food supply;

(B) publish a list of infectious and communicable diseases which are transmitted through handling the food supply;

(C) publish the methods by which such diseases are transmitted; and

Public information.

(D) widely disseminate such information regarding the list of diseases and their modes of transmissability to the general public.

Such list shall be updated annually.

(2) APPLICATIONS.—In any case in which an individual has an infectious or communicable disease that is transmitted to others through the handling of food, that is included on the list developed by the Secretary of Health and Human Services under paragraph (1), and which cannot be eliminated by reasonable accommodation, a covered entity may refuse to assign or continue to assign such individual to a job involving food handling.

(3) CONSTRUCTION.—Nothing in this Act shall be construed to preempt, modify, or amend any State, county, or local law, ordinance, or regulation applicable to food handling which is designed to protect the public health from individuals who pose a significant risk to the health or safety of others, which cannot be eliminated by reasonable accommodation, pursuant to the list of infectious or communicable diseases and the modes of transmissability published by the Secretary of Health and Human Services.

42 USC 12114.

SEC. 104. ILLEGAL USE OF DRUGS AND ALCOHOL.

(a) QUALIFIED INDIVIDUAL WITH A DISABILITY.—For purposes of this title, the term "qualified individual with a disability" shall not include any employee or applicant who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(b) RULES OF CONSTRUCTION.—Nothing in subsection (a) shall be construed to exclude as a qualified individual with a disability an individual who—

(1) has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in such use;

(2) is participating in a supervised rehabilitation program and is no longer engaging in such use; or

(3) is erroneously regarded as engaging in such use, but is not engaging in such use;

except that it shall not be a violation of this Act for a covered entity to adopt or administer reasonable policies or procedures, including but not limited to drug testing, designed to ensure that an individual described in paragraph (1) or (2) is no longer engaging in the illegal use of drugs.

(c) AUTHORITY OF COVERED ENTITY.—A covered entity—

(1) may prohibit the illegal use of drugs and the use of alcohol at the workplace by all employees;

(2) may require that employees shall not be under the influence of alcohol or be engaging in the illegal use of drugs at the workplace;

(3) may require that employees behave in conformance with the requirements established under the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.);

(4) may hold an employee who engages in the illegal use of drugs or who is an alcoholic to the same qualification standards for employment or job performance and behavior that such entity holds other employees, even if any unsatisfactory performance or behavior is related to the drug use or alcoholism of such employee; and

(5) may, with respect to Federal regulations regarding alcohol and the illegal use of drugs, require that—

(A) employees comply with the standards established in such regulations of the Department of Defense, if the employees of the covered entity are employed in an industry subject to such regulations, including complying with regulations (if any) that apply to employment in sensitive positions in such an industry, in the case of employees of the covered entity who are employed in such positions (as defined in the regulations of the Department of Defense);

(B) employees comply with the standards established in such regulations of the Nuclear Regulatory Commission, if the employees of the covered entity are employed in an industry subject to such regulations, including complying with regulations (if any) that apply to employment in sensitive positions in such an industry, in the case of employees of the covered entity who are employed in such positions (as defined in the regulations of the Nuclear Regulatory Commission); and

(C) employees comply with the standards established in such regulations of the Department of Transportation, if the employees of the covered entity are employed in a transportation industry subject to such regulations, including complying with such regulations (if any) that apply to employment in sensitive positions in such an industry, in the case of employees of the covered entity who are

employed in such positions (as defined in the regulations of the Department of Transportation).

(d) DRUG TESTING.—

(1) IN GENERAL.—For purposes of this title, a test to determine the illegal use of drugs shall not be considered a medical examination.

(2) CONSTRUCTION.—Nothing in this title shall be construed to encourage, prohibit, or authorize the conducting of drug testing for the illegal use of drugs by job applicants or employees or making employment decisions based on such test results.

(e) TRANSPORTATION EMPLOYEES.—Nothing in this title shall be construed to encourage, prohibit, restrict, or authorize the otherwise lawful exercise by entities subject to the jurisdiction of the Department of Transportation of authority to—

(1) test employees of such entities in, and applicants for, positions involving safety-sensitive duties for the illegal use of drugs and for on-duty impairment by alcohol; and

(2) remove such persons who test positive for illegal use of drugs and on-duty impairment by alcohol pursuant to paragraph (1) from safety-sensitive duties in implementing subsection (c).

42 USC 12115.

SEC. 105. POSTING NOTICES.

Every employer, employment agency, labor organization, or joint labor-management committee covered under this title shall post notices in an accessible format to applicants, employees, and members describing the applicable provisions of this Act, in the manner prescribed by section 711 of the Civil Rights Act of 1964 (42 U.S.C. 2000e–10).

42 USC 12116.

SEC. 106. REGULATIONS.

Not later than 1 year after the date of enactment of this Act, the Commission shall issue regulations in an accessible format to carry out this title in accordance with subchapter II of chapter 5 of title 5, United States Code.

42 USC 12117.

SEC. 107. ENFORCEMENT.

(a) POWERS, REMEDIES, AND PROCEDURES.—The powers, remedies, and procedures set forth in sections 705, 706, 707, 709, and 710 of the Civil Rights Act of 1964 (42 U.S.C. 2000e–4, 2000e–5, 2000e–6, 2000e–8, and 2000e–9) shall be the powers, remedies, and procedures this title provides to the Commission, to the Attorney General, or to any person alleging discrimination on the basis of disability in violation of any provision of this Act, or regulations promulgated under section 106, concerning employment.

(b) COORDINATION.—The agencies with enforcement authority for actions which allege employment discrimination under this title and under the Rehabilitation Act of 1973 shall develop procedures to ensure that administrative complaints filed under this title and under the Rehabilitation Act of 1973 are dealt with in a manner that avoids duplication of effort and prevents imposition of inconsistent or conflicting standards for the same requirements under this title and the Rehabilitation Act of 1973. The Commission, the Attorney General, and the Office of Federal Contract Compliance Programs shall establish such coordinating mechanisms (similar to provisions contained in the joint regulations promulgated by the Commission and the Attorney General at part 42 of title 28 and

Regulations.

part 1691 of title 29, Code of Federal Regulations, and the Memorandum of Understanding between the Commission and the Office of Federal Contract Compliance Programs dated January 16, 1981 (46 Fed. Reg. 7435, January 23, 1981)) in regulations implementing this title and Rehabilitation Act of 1973 not later than 18 months after the date of enactment of this Act.

SEC. 108. EFFECTIVE DATE. 42 USC 12111 note.

This title shall become effective 24 months after the date of enactment.

TITLE II—PUBLIC SERVICES

Subtitle A—Prohibition Against Discrimination and Other Generally Applicable Provisions

SEC. 201. DEFINITION. 42 USC 12131.

As used in this title:

(1) PUBLIC ENTITY.—The term "public entity" means—

(A) any State or local government;

(B) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

(C) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

(2) QUALIFIED INDIVIDUAL WITH A DISABILITY.—The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

SEC. 202. DISCRIMINATION. 42 USC 12132.

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

SEC. 203. ENFORCEMENT. 42 USC 12133.

The remedies, procedures, and rights set forth in section 505 of the Rehabilitation Act of 1973 (29 U.S.C. 794a) shall be the remedies, procedures, and rights this title provides to any person alleging discrimination on the basis of disability in violation of section 202.

SEC. 204. REGULATIONS. 42 USC 12134.

(a) IN GENERAL.—Not later than 1 year after the date of enactment of this Act, the Attorney General shall promulgate regulations in an accessible format that implement this subtitle. Such regulations shall not include any matter within the scope of the authority of the Secretary of Transportation under section 223, 229, or 244.

(b) RELATIONSHIP TO OTHER REGULATIONS.—Except for "program accessibility, existing facilities", and "communications", regulations under subsection (a) shall be consistent with this Act and with the coordination regulations under part 41 of title 28, Code of Federal Regulations (as promulgated by the Department of Health, Education, and Welfare on January 13, 1978), applicable to recipients of Federal financial assistance under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). With respect to "program accessibility, existing facilities", and "communications", such regulations shall be consistent with regulations and analysis as in part 39 of title 28 of the Code of Federal Regulations, applicable to federally conducted activities under such section 504.

(c) STANDARDS.—Regulations under subsection (a) shall include standards applicable to facilities and vehicles covered by this subtitle, other than facilities, stations, rail passenger cars, and vehicles covered by subtitle B. Such standards shall be consistent with the minimum guidelines and requirements issued by the Architectural and Transportation Barriers Compliance Board in accordance with section 504(a) of this Act.

42 USC 12131 note.

SEC. 205. EFFECTIVE DATE.

(a) GENERAL RULE.—Except as provided in subsection (b), this subtitle shall become effective 18 months after the date of enactment of this Act.

(b) EXCEPTION.—Section 204 shall become effective on the date of enactment of this Act.

Subtitle B—Actions Applicable to Public Transportation Provided by Public Entities Considered Discriminatory

PART I—PUBLIC TRANSPORTATION OTHER THAN BY AIRCRAFT OR CERTAIN RAIL OPERATIONS

42 USC 12141.

SEC. 221. DEFINITIONS.

As used in this part:

(1) DEMAND RESPONSIVE SYSTEM.—The term "demand responsive system" means any system of providing designated public transportation which is not a fixed route system.

(2) DESIGNATED PUBLIC TRANSPORTATION.—The term "designated public transportation" means transportation (other than public school transportation) by bus, rail, or any other conveyance (other than transportation by aircraft or intercity or commuter rail transportation (as defined in section 241)) that provides the general public with general or special service (including charter service) on a regular and continuing basis.

(3) FIXED ROUTE SYSTEM.—The term "fixed route system" means a system of providing designated public transportation on which a vehicle is operated along a prescribed route according to a fixed schedule.

(4) OPERATES.—The term "operates", as used with respect to a fixed route system or demand responsive system, includes operation of such system by a person under a contractual or other arrangement or relationship with a public entity.

impact otherwise of such action upon the operation of the facility;

(C) the overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and

(D) the type of operation or operations of the covered entity, including the composition, structure, and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity.

(10) SPECIFIED PUBLIC TRANSPORTATION.—The term "specified public transportation" means transportation by bus, rail, or any other conveyance (other than by aircraft) that provides the general public with general or special service (including charter service) on a regular and continuing basis.

(11) VEHICLE.—The term "vehicle" does not include a rail passenger car, railroad locomotive, railroad freight car, railroad caboose, or a railroad car described in section 242 or covered under this title.

SEC. 302. PROHIBITION OF DISCRIMINATION BY PUBLIC ACCOMMODATIONS. 42 USC 12182.

(a) GENERAL RULE.—No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation.

(b) CONSTRUCTION.—

(1) GENERAL PROHIBITION.—

(A) ACTIVITIES.—

(i) DENIAL OF PARTICIPATION.—It shall be discriminatory to subject an individual or class of individuals on the basis of a disability or disabilities of such individual or class, directly, or through contractual, licensing, or other arrangements, to a denial of the opportunity of the individual or class to participate in or benefit from the goods, services, facilities, privileges, advantages, or accommodations of an entity.

(ii) PARTICIPATION IN UNEQUAL BENEFIT.—It shall be discriminatory to afford an individual or class of individuals, on the basis of a disability or disabilities of such individual or class, directly, or through contractual, licensing, or other arrangements with the opportunity to participate in or benefit from a good, service, facility, privilege, advantage, or accommodation that is not equal to that afforded to other individuals.

(iii) SEPARATE BENEFIT.—It shall be discriminatory to provide an individual or class of individuals, on the basis of a disability or disabilities of such individual or class, directly, or through contractual, licensing, or other arrangements with a good, service, facility, privilege, advantage, or accommodation that is different or separate from that provided to other individuals, unless such action is necessary to provide the individual or class of individuals with a good, service, facility, privi-

lege, advantage, or accommodation, or other opportunity that is as effective as that provided to others.

(iv) INDIVIDUAL OR CLASS OF INDIVIDUALS.—For purposes of clauses (i) through (iii) of this subparagraph, the term "individual or class of individuals" refers to the clients or customers of the covered public accommodation that enters into the contractual, licensing or other arrangement.

(B) INTEGRATED SETTINGS.—Goods, services, facilities, privileges, advantages, and accommodations shall be afforded to an individual with a disability in the most integrated setting appropriate to the needs of the individual.

(C) OPPORTUNITY TO PARTICIPATE.—Notwithstanding the existence of separate or different programs or activities provided in accordance with this section, an individual with a disability shall not be denied the opportunity to participate in such programs or activities that are not separate or different.

(D) ADMINISTRATIVE METHODS.—An individual or entity shall not, directly or through contractual or other arrangements, utilize standards or criteria or methods of administration—

(i) that have the effect of discriminating on the basis of disability; or

(ii) that perpetuate the discrimination of others who are subject to common administrative control.

(E) ASSOCIATION.—It shall be discriminatory to exclude or otherwise deny equal goods, services, facilities, privileges, advantages, accommodations, or other opportunities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association.

(2) SPECIFIC PROHIBITIONS.—

(A) DISCRIMINATION.—For purposes of subsection (a), discrimination includes—

(i) the imposition or application of eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any goods, services, facilities, privileges, advantages, or accommodations, unless such criteria can be shown to be necessary for the provision of the goods, services, facilities, privileges, advantages, or accommodations being offered;

(ii) a failure to make reasonable modifications in policies, practices, or procedures, when such modifications are necessary to afford such goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless the entity can demonstrate that making such modifications would fundamentally alter the nature of such goods, services, facilities, privileges, advantages, or accommodations;

(iii) a failure to take such steps as may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the entity can demonstrate that taking such steps would fun-

accessible to and usable by individuals with disabilities (including individuals who use wheelchairs) unless such entity can demonstrate that such system, when viewed in its entirety, provides a level of service to individuals with disabilities equivalent to that provided to individuals without disabilities.

(D) OVER-THE-ROAD BUSES.—

(i) LIMITATION ON APPLICABILITY.—Subparagraphs (B) and (C) do not apply to over-the-road buses.

(ii) ACCESSIBILITY REQUIREMENTS.—For purposes of subsection (a), discrimination includes (I) the purchase or lease of an over-the-road bus which does not comply with the regulations issued under section 306(a)(2) by a private entity which provides transportation of individuals and which is not primarily engaged in the business of transporting people, and (II) any other failure of such entity to comply with such regulations.

(3) SPECIFIC CONSTRUCTION.—Nothing in this title shall require an entity to permit an individual to participate in or benefit from the goods, services, facilities, privileges, advantages and accommodations of such entity where such individual poses a direct threat to the health or safety of others. The term "direct threat" means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.

42 USC 12183.

SEC. 303. NEW CONSTRUCTION AND ALTERATIONS IN PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES.

(a) APPLICATION OF TERM.—Except as provided in subsection (b), as applied to public accommodations and commercial facilities, discrimination for purposes of section 302(a) includes—

(1) a failure to design and construct facilities for first occupancy later than 30 months after the date of enactment of this Act that are readily accessible to and usable by individuals with disabilities, except where an entity can demonstrate that it is structurally impracticable to meet the requirements of such subsection in accordance with standards set forth or incorporated by reference in regulations issued under this title; and

(2) with respect to a facility or part thereof that is altered by, on behalf of, or for the use of an establishment in a manner that affects or could affect the usability of the facility or part thereof, a failure to make alterations in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Where the entity is undertaking an alteration that affects or could affect usability of or access to an area of the facility containing a primary function, the entity shall also make the alterations in such a manner that, to the maximum extent feasible, the path of travel to the altered area and the bathrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities where such alterations to the path of travel or the bathrooms, telephones, and drinking fountains serving the altered area are not disproportionate to the overall alterations in terms of cost and

scope (as determined under criteria established by the Attorney General).

(b) ELEVATOR.—Subsection (a) shall not be construed to require the installation of an elevator for facilities that are less than three stories or have less than 3,000 square feet per story unless the building is a shopping center, a shopping mall, or the professional office of a health care provider or unless the Attorney General determines that a particular category of such facilities requires the installation of elevators based on the usage of such facilities.

SEC. 304. PROHIBITION OF DISCRIMINATION IN SPECIFIED PUBLIC TRANSPORTATION SERVICES PROVIDED BY PRIVATE ENTITIES. 42 USC 12184.

(a) GENERAL RULE.—No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of specified public transportation services provided by a private entity that is primarily engaged in the business of transporting people and whose operations affect commerce.

(b) CONSTRUCTION.—For purposes of subsection (a), discrimination includes—

(1) the imposition or application by a entity described in subsection (a) of eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully enjoying the specified public transportation services provided by the entity, unless such criteria can be shown to be necessary for the provision of the services being offered;

(2) the failure of such entity to—

(A) make reasonable modifications consistent with those required under section 302(b)(2)(A)(ii);

(B) provide auxiliary aids and services consistent with the requirements of section 302(b)(2)(A)(iii); and

(C) remove barriers consistent with the requirements of section 302(b)(2)(A) and with the requirements of section 303(a)(2);

(3) the purchase or lease by such entity of a new vehicle (other than an automobile, a van with a seating capacity of less than 8 passengers, including the driver, or an over-the-road bus) which is to be used to provide specified public transportation and for which a solicitation is made after the 30th day following the effective date of this section, that is not readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs; except that the new vehicle need not be readily accessible to and usable by such individuals if the new vehicle is to be used solely in a demand responsive system and if the entity can demonstrate that such system, when viewed in its entirety, provides a level of service to such individuals equivalent to the level of service provided to the general public;

(4)(A) the purchase or lease by such entity of an over-the-road bus which does not comply with the regulations issued under section 306(a)(2); and

(B) any other failure of such entity to comply with such regulations; and

(5) the purchase or lease by such entity of a new van with a seating capacity of less than 8 passengers, including the driver, which is to be used to provide specified public transportation and for which a solicitation is made after the 30th day following

HANDICAPPED PATRONS
REQUIRING LIBRARY PERSONNEL
ASSISTANCE
SHOULD GO TO THE LOBBY
CIRCULATION DESK

APPENDIX J

SECURITY PROCEDURES

I. **Guidelines for Library Personnel Response to Patrons Detected by the Electronic Security System:**

A. When the alarm goes off, staff on duty should immediately ask the individual concerned to stop and return to the Circulation Desk. In the infrequent case where the patron refuses to stop, the staff member should **not** attempt to restrain the individual, but should report the incident to the University Police with a description of the person.

B. As the patron returns to the desk, the staff member should suggest that he/she "may have forgotten to charge something out." The staff member should request the individual to check through his/her belongings (most patrons will cooperate in this, even if reluctantly).

1. If no library materials are found, the staff member should apologize for the inconvenience, but suggest that the individual might be carrying something other than library material which has triggered the system. No mention should be made of "false alarms, "malfunctions," or anything else which would indicate a lack of trust in the efficiency of the system. The person should be requested to pass through the system again.

   On the second attempted exit, there may well be no alarm and the person will depart. If there is a second alarm, the individual should be asked again in a courteous manner about the possible presence of library materials. Concealed items or non-library "activating" items may well be surrendered voluntarily at this point. If no library materials are forthcoming, the individual should be allowed to pass the exit. At no time should library staff members attempt to restrain physically, or search, any individual.

2. If library materials are found, the first responsibility of the library staff member is to retrieve the material, after which the usual charge procedure may take place (if the material is circulating and if the person has a legitimate ID). If the individual was indeed attempting to deliberately remove the material, the simple fact of having been caught may well serve as an effective future deterrent.

3. The individual may be carrying uncharged library material which has been deliberately concealed: wrapped in a newspaper, stuffed in a notebook, or inside a garment, etc. (for this purpose, "deliberate concealment" should not include library materials in a briefcase unless there has been an additional attempt to hide the library material (e.g., placing it in a paper bag, inside another book or magazine, etc.). In such cases the staff member should:

   a. Retrieve the material and call his/her supervisor.

   b. The supervisor should request an authorized ID from the individual and note their name and social security number.

   c. The supervisor should inform the individual that the incident will be reported to the University Librarian who will review the incident and if necessary inform the appropriate dean or other responsible University official.

   d. If the individual has a proper ID and wishes to charge out the materials (if circulating), this should be permitted.

   e. As soon as possible, the incident should be reported to the University Librarian. All incident reports should include: the date and time of the incident, the name, status, and ID number of the individual involved, the nature of the incident (including call number and title of the library materials taken); the names of the library staff members who witnessed the incident; and the name of the library staff member reporting the incident.

C. A record of individuals caught will be kept in the Library's Circulation system.

D. As mentioned previously, no library staff member should restrain physically or touch (search) an individual. If a patron makes a disturbance, confronts staff in a belligerent manner, or does any damage to the materials, the University Police should be called immediately (ext. 6000).

II. **Guidelines for Library Personnel Response to Patrons Detected Mutilating Library Materials:**

A. Since most cases of mutilation are discovered after the fact, there is little library staff can do to identify specific offenders. However, when a staff member suspects that a person is mutilating library material, the staff member should identify him/herself to that person and request that she/he desist. The individual should then be escorted together with the mutilated material to the Circulation Desk where the staff will contact University Police (ext. 6000).

B. Some cases of mutilation are directly tied in with class assignments. When a librarian observes that this is the case, he/she should immediately notify the professor in question so that appropriate remedies may be taken. These may include the substitution of other reading materials, a change in the nature of the assignment, or special methods to replace (if possible) the damaged item.

III. **Guidelines for Library Personnel Response to Patrons Vandalizing Library Building, Property, or Equipment:**

A. As with cases of mutilation, most acts of vandalism are done with an attempt at secrecy. If a staff member is informed, observes, or suspects that a person has committed an act of vandalism, that staff member should identify themselves to the person and escort that person to the Circulation Desk where the staff will contact the University Police (ext. 6000).

B. If the act of vandalism was observed and reported by a third party it will be necessary to obtain their name and address and, if possible, to have them await the arrival of the University Police.

IV. **Guidelines for Library Personnel Response to Personal Security of Library Patrons and Library Personnel:**

A. **Theft:**

1. Personal items (books, coats, purses, etc.) should not be left unattended.

2. If something is stolen, report the theft immediately to the supervisor and to the Campus Police (ext. 6000).

B. **Fire:**

1. Activate the fire alarm.

2. Advise patrons to leave the area.

3. Phone the University Police (ext. 6000) to report the alarm. Give your name and the nature and location of the problem.

C. **Violent or Disruptive Persons:**

1. Remain calm.

2. Call the University Police (ext. 6000) for help.

3. Give your name, location, and nature of problem, how many people are involved, whether they are armed, and whether anyone is injured.

D. **Personal Injury or Sudden Illness:**

1. Call the University Police (ext. 6000).

E. **Library Personnel:**

1. Never give out telephone numbers or addresses of Library employees to strangers.

V. **Guidelines for Library Personnel Response to Other Library Security Problems:**

A. **Food and Drink:**

Consumption of food and drink by library users is limited exclusively to the lobby. Non-compliance should be reported to the Circulation Desk.

B. **Tobacco Use:**

Smoking in campus buildings will be allowed only in areas designated "Smoking Permitted". Smoking is permitted in the southwest quadrant of the lobby and outside the building. Non-compliance should be reported to the Circulation Desk.

It is the policy of the University that the use of smokeless tobacco will **not** be permitted in any facility on campus. Smokeless tobacco is not permitted in the library. Non-compliance should be reported to the Circulation Desk.

C. **Elevators:**

The key to the elevators is kept at the Circulation desk. The Security staff will respond to elevator emergency calls. The Service Elevator usage is restricted to University personnel and Marriott staff;

if other persons are observed using the elevator; identify yourself and request that they use one of the public elevators.

D. **Doors:**

1. **Emergency Doors:**

When the exterior Emergency Exit Door is activated, Circulation personnel should send a Security Staff member to the basement to investigate the problem. The University Police should be notified (ext. 6000).

2. **Receiving Door:**

It is the responsibility of all Library Personnel to insure the integrity of the Receiving Room. If a Library Staff member notices anyone in the area who does not have official business they should identify themselves and request that the person leave the area. If the person fails to comply the staff member should notify Circulation, who will call the University Police (ext. 6000).

LIBRARY MATERIALS SECURITY REPORT

Date and Time of Incident _____

Patron's Name _____

Patron's Address _____

Patron's ID#_____

Author(s), Title(s), Call Number(s) of non-charged items:

_____

_____

_____

_____

Employees brief description of the incident. (Include information on exact location of materials which activated alarm. Was it in plain view or concealed?)

_____

_____

_____

_____

Comments (Patrons and/or staff):

_____

_____

_____

_____

Did the patron request to have the material charged out after the incident? _____

Has the patron been stopped by the security system before?_____

Was patron cooperative? _____

Employee signature _____

SAMPLE LIBRARY SECURITY SIGNAGE

A DELIBERATE ATTEMPT TO REMOVE
LIBRARY MATERIALS WITHOUT
PROPERLY CHARGING THEM OUT OR
TO DELIBERATELY DEFACE LIBRARY
MATERIALS IS ILLEGAL.
SUCH ATTEMPTS WILL BE REPORTED
TO THE UNIVERSITY
AUTHORITIES FOR APPROPRIATE
DISCIPLINARY ACTION.

APPENDIX K

JACKSONVILLE STATE UNIVERSITY

Evaluation of Student Workers

INSTRUCTIONS: The immediate supervisor is requested to evaluate the student objectively, comparing him/her with other students of comparable academic level who perform the same or similar tasks.

NAME _____ DEPARTMENT _____ EVALUATION PERIOD _____

Place an "X" in the box to indicate rating for:	4	3	2	1	0
RELATIONS WITH OTHERS:	Exceptionally well accepted	Works well with others	Gets along satisfactorily	Some difficulty working w/others	Works poorly with others
ATTITUDE-APPLICATION TO WORK:	Outstanding in enthusiasm	Very interested and industrious	Average in interest	Somewhat indifferent	Definitely not interested
JUDGMENT:	Exceptionally mature	Above average making decisions	Average	Often uses poor judgment	Consistently uses bad judgment
DEPENDABILITY:	Completely dependable	Above average in dependability	Usually dependable	Sometimes neglectful	Unreliable
ABILITY TO LEARN:	Learns very quickly	Learns readily	Average in learning	Rather slow to learn	Very slow to learn
QUALITY OF WORK:	Excellent	Very good	Average	Below average	Very poor
ATTENDANCE/PUNCTUALITY:	Excellent	Infrequently absent or tardy	Occasionally absent or tardy	Frequently absent or tardy	Excessively absent or tardy

OVERALL RATING

Select the appropriate code equal to the student worker's overall performance and enter the number in the box . . . . . ☐

4 - Outstanding 3 - Above Average 2 - Average 1 - Below Average 0 - Unsatisfactory

COMMENTS (Weak and/or Strong Points): _____

EVALUATED BY: _____ DATE: _____ REVIEWED BY: _____ DATE: _____
Supervisor Student Worker

I would like to have this student reassigned to this department for the next term. YES____ NO____

K-1

BEST COPY AVAILABLE

Houston Cole Library
Student Employee Improvement Form

(Date)

(Name of Student Assistant):

To help you receive a better evaluation at the end of the semester, we would like for you to improve your job performance in the following area(s):

_____Late To Work

_____Absence From Work

_____Picking Up Books In Lobby Upon Arrival To Work

_____Shelving Books

_____Filing Magazines

_____Reading Shelves

_____Filing Cards

_____Staying In Your Work Area

_____Patron Complaints

_____Other (Please List)

Other Comments:

Suggestions For Improvement:

Please contact the following person if you need further information and assistance:

Name_____

Location in Library _____

Telephone Number_____

Available Hours_____

APPENDIX L

Application For
SPECIAL PERMIT
Houston Cole Library
Jacksonville State University

Name _____

Address _____

_____

Phone - Home _____

Business _____

Driver's License # _____

Social Security # _____

Occupation _____

Place of Employment _____

Address _____

Length of Employment _____

Are you currently enrolled at another College/University? If So,

Name of Institution_____

Classification _____

I agree to return all books checked out to me on or before the due date or pay any overdue charges, if applicable. I also understand the library has the right to recall any book I may have if needed by a JSU Student, Faculty, or Staff Member. If I lose a book I will pay the replacement coat, plus the cost of processing.

_____

Signature Date

$6.00 fee for **SPECIAL PERMIT** payable before permit will be issued. Fee payable to JSU LIBRARY at the Circulation Desk.

Paid _____
Date

L-1

TO BE REDUCED TO A BILLFOLD-SIZED CARD

Houston Cole Library
Jacksonville State University
SPECIAL PERMIT

Name _____

Address _____

_____

Phone - Home _____

Business _____

Driver's License # _____

Social Security # _____

Expiration Date of Special Permit _____

I agree to return all books checked out to me on or before the due date and pay any overdue charges if applicable. I also understand the library has the right to recall any book I may have if needed by a JSU Student, Faculty, or Staff Member. If I lose a book I will pay the replacement cost, plus the cost of processing.

_____

Signature Date

L-2

APPENDIX M

Houston Cole Library
Interlibrary Loan Office

ILL OVERDUE NOTICE

The following item(s) are now overdue:

_____

_____

_____

_____

_____

Date of Notice _____

Five Days after the above date any overdue ILL items will be charged $1.00 per day per item until returned to the ILL Office.

M-1